OSPA Platform Instructions for Reviewers
AGU 2024 Annual Meeting

Thank you for volunteering as an OSPA Reviewer at AGU24! Reviewers play an important role in the OSPA program, and many AGU students will remember their OSPA experience fondly thanks to the generosity of reviewers.

To ensure fair participation and equity within the program, please read and adhere to the following rules and procedures for OSPA volunteer reviewers.

Eligibility
All AGU24 attendees (including students!) are eligible to serve as an OSPA reviewer.

Reviewer Expectations
- Reviewers are required to provide feedback for each of the presentations they have signed up to review. If a reviewer cannot complete a review, it is that reviewer's responsibility to find a substitute.
- All feedback forms must be submitted through the OSPA portal by **15 January 2025**.
- Reviewers are not allowed to review students from their own institution or with whom they are acquainted.
- Reviewers are encouraged to read the Reviewer Feedback Guidance document found here.

Volunteer to review at AGU24
To sign up to volunteer, follow these three steps:

- Using the OSPA platform, sign up to review student presentations.
- Attend these student presentations at AGU24. If possible, ask questions about their work.
- Submit your feedback before the evaluation deadline: **15 January 2025.**

Instruction Quick Links
- Access the OSPA Platform
- OSPA Gallery
- Sign up to Review
- Reviewer Dashboard
- Uncommit from a Presentation

Access the OSPA Platform

- Access the OSPA Platform using this link: agu24.ipostersessions.com/?s=login&dest=reviewer
  - **Reviewers must use this link and be registered for the AGU24 meeting to access the platform.**

- Log in to your AGU account.

- You will be logged in to the OSPA platform and brought to your OSPA Reviewer Dashboard.

OSPA Reviewer Dashboard

Once you sign up to review presentations, they will appear here. First, use the Reviewer iPoster Gallery to find presentations you would like to review.
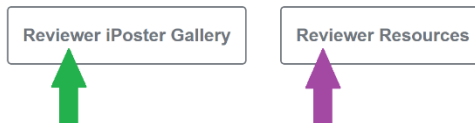
Reviewer iPoster Gallery (green arrow): Select this button to access the OSPA presentation gallery, where you can sign up to provide feedback to presentations.

Reviewer Resources (purple arrow): Select this button to review the OSPA resources including PDF instructions and FAQs.

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OSPA Reviewer Gallery

When you enter the system, you will be brought to the reviewer gallery. If you have two OSPA roles (i.e. you are both a reviewer and an author or a reviewer and a liaison), you can toggle between your roles by accessing your landing page button (red arrow).

There are a few key areas you will see:

- **Filters** (Blue arrow): **This area is key to finding OSPA presenters in the system.** Here, you will be able to filter the presentations in OSPA. You can use more than one filter at a time to narrow your selection. you can filter by:
  - Presentation Date,
  - Section or Session,
  - Presentation Type,
  - The number of Reviewers,
  - Or, through a text search.

- **Reviewer Number** (Yellow arrow): This number shows you how many reviewers have signed up to evaluate a presentation. The maximum number of reviewers per presentation is three.

Sign up to Review

Once you find a presentation that you are interested in reviewing, click on the image in the gallery. Once you do so, you will be brought to the presenter's virtual presentation.

This year, all OSPA presenters were required to upload a digital version of their presentation to iPoster. This is so that both virtual and in-person attendees could submit reviews.

- **In-person attendees:** The expectation is that you will attend the presentation in-person and then use the virtual presentation as a reference when choosing a presentation to review and submitting your feedback.

- **Virtual attendees:** You are eligible to review all presentation types. If you sign up to review an oral presentation, you will be able to see the recording of the oral presentation session on the presentation page after the session has occurred. If you sign up to review a poster presentation, you can use the OSPA gallery to review their poster.

On the bottom right corner of your screen, you will see five buttons:

- **Sign up to Evaluate an OSPA Presentation** (Red arrow): If you click this button, you will be able to sign up as a reviewer for this presentation.

- **Abstract** (Purple arrow): Here, you can read the presentation abstract.

- **Comment** (Blue arrow): Here, you can ask a public question to the presenter.

- **Contact Author** (Yellow arrow): Here, you can send a private message to the presenter.

- **Get Poster** (Green arrow): Here, you can email yourself a link to the presentation.

After you select the EVALUATE OSPA PRESENTATION button, you will see the following pop-up:
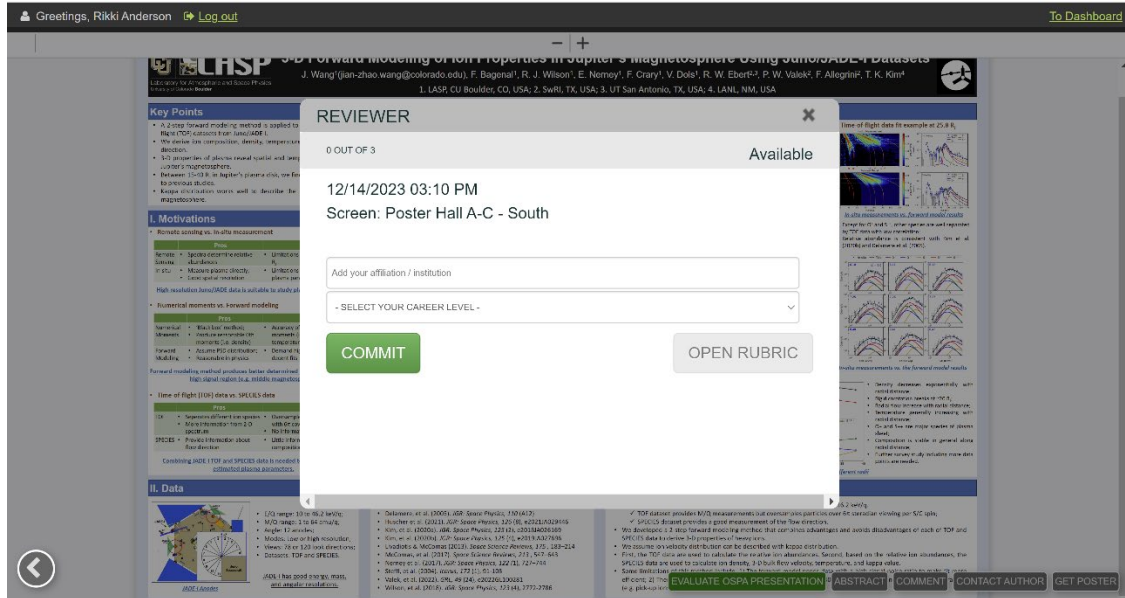
Add your affiliation/institution, note your career level, and select COMMIT. When the meeting begins, you will be able to click the OPEN RUBRIC button and submit your evaluation here. You will only be able to begin submitting your evaluations once the AGU meeting begins.
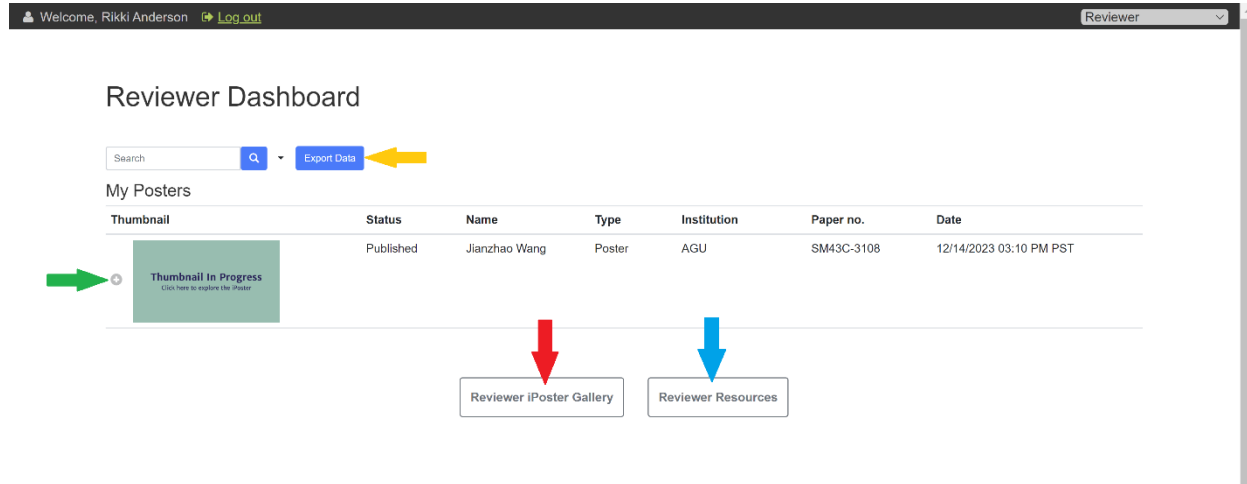
Participation agreement
After you click COMMIT, you will need to agree to the reviewer participation agreement. You will only need to do this once. Once you agree to the form, you are now a reviewer for this presentation!

Reviewer Dashboard

Once you have completed your participation agreement, you will be brought to your dashboard again, where you can find the list of presentations you have signed up to evaluate.

Review Presentation Details (Green arrow): By selecting the plus sign next to each presentation, you will see the full presentation details.

Download Presentation Details (Yellow arrow): Select Export Data to download a list of presentations you have signed up to review.

Access the Gallery (Red arrow): Use this button to navigate back to the OSPA gallery, where you can find more presentations to review.

Review Resources (Blue arrow): Here, you will find additional reviewer and OSPA resources.

Uncommit from a Presentation

If you cannot complete a review, **it is your responsibility to find a substitute.**

Once you determine you cannot complete your review, please uncommit from the presentation in the OSPA platform. To do this, follow these steps:

- Navigate to the student's presentation.
- Select EVALUATE OSPA PRESENTER button on the bottom right side of the screen.
- Select UNCOMMIT.

Thank you for participating in OSPA. We appreciate you volunteering your time to this important program!

Please direct any questions to OSPA@agu.org.