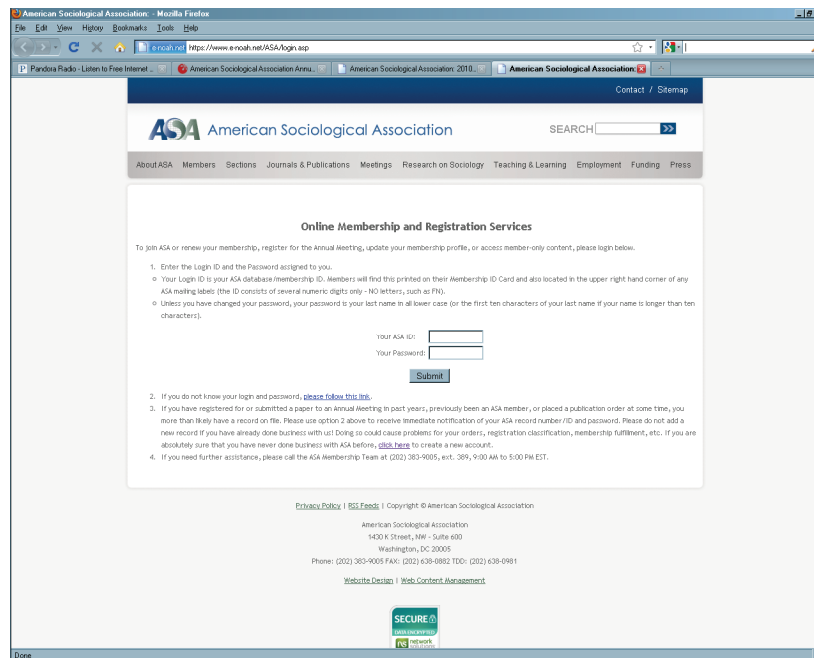


ACCESSING PAPER SUBMISSIONS:

Access: <http://www.asanet.org/meetings/10CallIndex.cfm>.

In the “FOR SESSION ORGANIZERS” box you will see a link entitled, "ACCESS THE 2010 SESSION ORGANIZER'S MODULE". Click this link; you will be directed to the "ONLINE MEMBERSHIP AND REGISTRATION" [See Graphic 1] page (<https://www.e-noah.net/ASA/login.asp>). You will need to login using your ASA ID and password.



[Graphic 1] ASA Online Membership and Registration log-in webpage

After logging in you will see your personal ASA record, in the column on the right, you will see the “Events” heading. Under that heading you will see a link titled, "ACCESS THE 2010 SESSION ORGANIZER MODULE". Select that link.

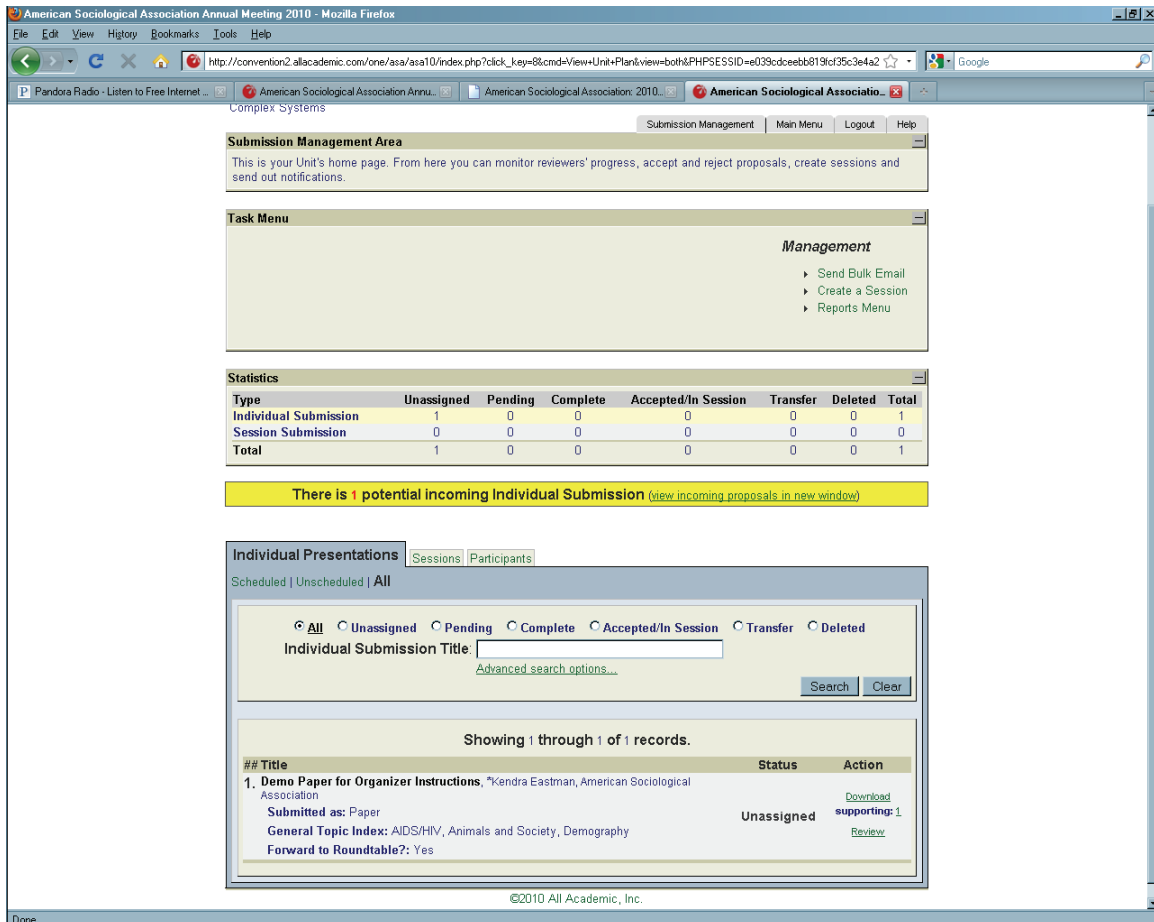
Once inside the organizer module, select the option to "MANAGE SESSION".

UNDERSTANDING YOUR QUEUE

The queue is organized somewhat like an electronic mailbox [SEE GRAPHIC 2]. The first page you will see is your submission Management window. On this page you will see:




1. Management Menu
2. Session Statistics

3. Incoming Paper Indicator (only visible when a paper has chosen your session as a second choice)
4. Sorting Tabs
5. Listing of Papers





[Graphic 2] Submission Management window

In the Management Menu you have the options to:

-  Send bulk emails to the authors of papers only in your queue.
-  Create a session
-  Request a report of paper author's contact information.

In the Session Statistics you will find:

-  “Unassigned” – new submission to your session queue
-  “Pending” - the submission's “review” information has been viewed. (You have clicked on the “review” link.)

- ✚ “Complete” - The submission has selected your session as it’s second choice and it has been “reject” by you.
- ✚ “Accepted/In Session” – Papers you have accepted. (the number of sessions created for your topic is included in this number)
- ✚ “Transfer” – Papers that have been transferred to your session queue. This option will be used mainly by Roundtable Organizers.

In the Incoming Paper Bar you may only view basic information of incoming papers. No action can be taken on the paper until it is released by the first choice organizer.

- ✚ You may only view the title, current location, current status, and abstract of the paper.
- ✚ **“INCOMING” PAPERS ARE NOT GUARANTEED**

HOW TO REVIEW THE PAPERS

Click the "REVIEW" to the right of the paper title to view the submission summary and download the paper. (You may also download paper and supporting documents from the submission management page.) On the submission summary webpage [SEE GRAPHIC 3] you will see:

1. Paper Title
2. a link to download the paper
3. Author’s information
4. Abstract
5. A place to record your review comments/ Substantive Commentary on the paper. Authors are the only ones to see these comments
6. Reviewer’s Recommendation: Here you will enter your decision (Accepting or Rejecting) on the paper

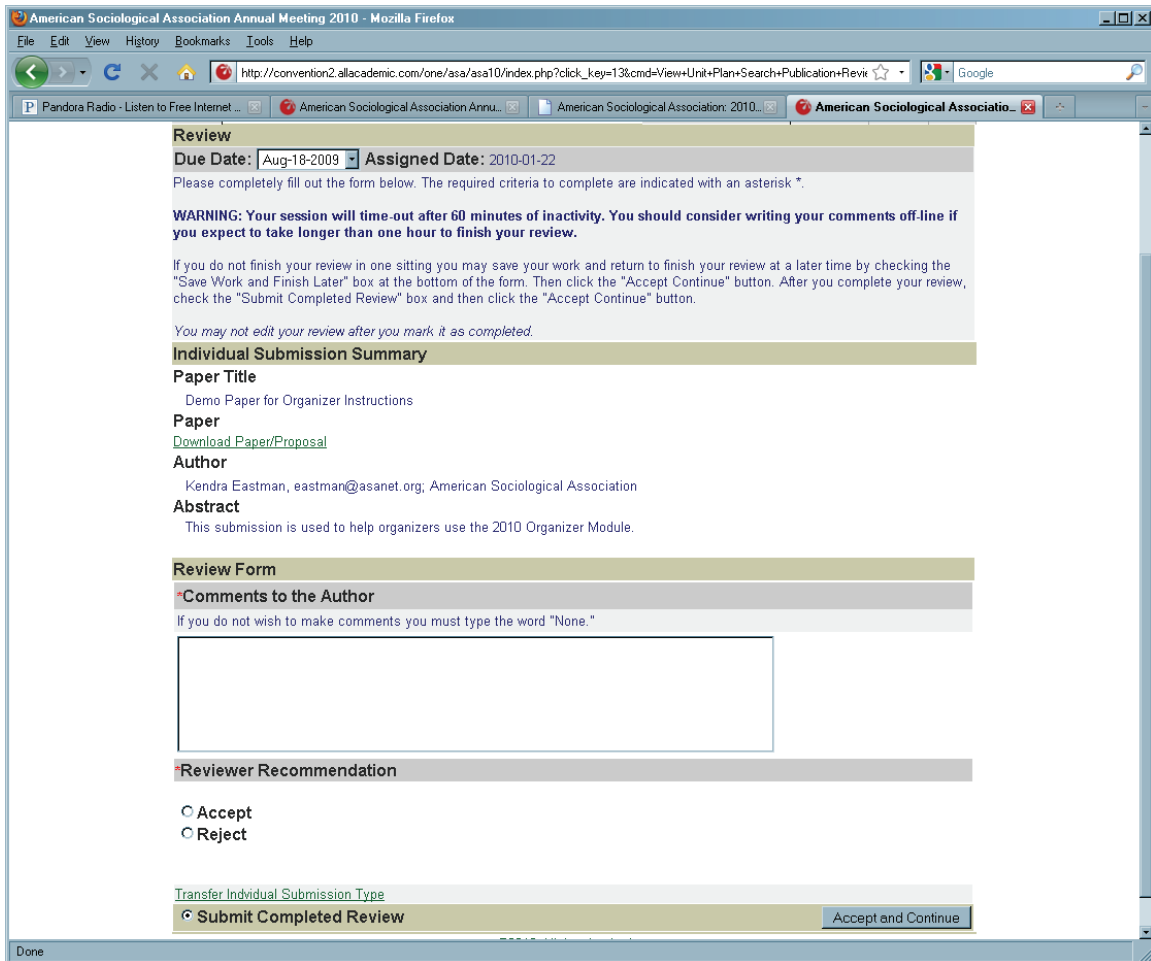
To view and/or download the full paper click, "DOWNLOAD PAPER/PROPOSAL". You may then save the paper to your computer or print the document.

A field is available for Organizers to make comments on the submission to the author. The comments are only visible by the author and will not be posted publicly. We ask organizers to give their review comments in this area. Remember, authors want to know more than whether their paper was accepted or not. They would like substantive commentary on the paper.

Organizers must officially record their review decision for the submission under the option entitled, REVIEWER RECOMMENDATION. Available options under this area may vary depending on the submission choices identified by the author.

PLEASE NOTE: All review decisions are **IMMEDIATE**. Once you select “reject and forward to....” and select the CONTINUE button the paper will be immediately sent to it’s

second choice. It will not longer be accessible to you. If you want more time reviewing a particular paper select the “Back” tab at the top left to return to your submission management webpage.



[Graphic 3] Paper submission Summary

HANDLING OF DUAL SUBMISSIONS

At the time of submission, authors identified the order preference of the sessions where their papers are to be reviewed. You may only review (take action on) papers in your queue. If a submitter has selected your session as their second preference (Incoming Paper) then you will have the ability to only see the paper’s title, current location, current status, and abstract. You will not be able to review the paper until it is released to your queue by it’s first choice organizer. **Receiving “incoming” papers is not guaranteed.**

To expedite the decision-making process on papers with two session choices and to give each paper a fair review opportunity, we ask that you:

1. First determine whether papers submitted to your queue are useable/acceptable or not. Those papers you know you will not use should receive review comments/

substantive commentary and be released/forwarded **as soon as possible**. It is a professional courtesy to fellow organizers to give them as much time as possible to make their review.

2. Second choice organizers are responsible for forwarding unused/rejected papers to the appropriate ROUNDTABLE organizer (if submitters indicated permission).

When forwarding a paper to a roundtable please choose the Section ***Roundtable Session*** that best fits the paper topic available. Roundtable sessions may be found in the listing under your Section of choice. If you can't find a Section where the paper fits, please forward the paper to the Open Refereed Roundtable session.

In conclusion, I hope this information is helpful to get you started in reviewing the papers submitted to your session. Next week you will receive instructions on how to insert your papers into your session.

Please let me know if you have any questions on any part of this process.