

Annual Conference Committee

Abstract Review Coordinator

Abstract Review Coordinator manages all aspects of the review process for written scholarship. This includes research and teaching presentations, panels, and posters. Revisions to the jury process are coordinated with the IDEC Board.

Appointment & Term of Service

Appointed by the IDEC President; retiring Coordinator may make recommendations to the President for his/her successor

Term: Responsibilities begin May 1 of the appropriate year and run until April 30; 2 year appointment

Time Commitment: One hour per week. Time is more intensive during abstract review process and scheduling of conference abstract presentations (approximately 5 hours per week).

Responsibilities and Duties

- Abstract Review Coordinator contacts reviewers as selected through the Open Call for Reviewers
- Proposals for presentation at the Annual Conference are submitted for one of three categories: presentation, panel, or poster. Each submission is rank ordered according to scores allocated by the reviewers. The number of accepted submittals is dependent upon 1) quality as determined by the resulting rank order and 2) time slots available during the conference.
- Abstract Review Coordinator will work in coordination with the Conference Committee to determine the number of submissions accepted.
- Attend monthly conference calls with Scholarship Collaborative.

Review Process

- Reviewers review each presentation, panel, or poster submission. All submissions are double-blind reviewed. Reviewers are sent the abstracts and asked to complete a review sheet for each one. Reviewers do not receive any monetary remuneration for their service to IDEC.
- Yearly calls for presentations can be viewed on the IDEC website or are available from IDEC Headquarters. Copies of the review sheets, those accepted as well as those not accepted, are sent to the contact author of each submission to provide feedback. (IDEC staff will send out the Call for Presentations and assist in the facilitation of the peer review process.)
- The Abstract Review Coordinator prepares a cover letter that will be sent to the authors. This letter should contain the information regarding the number of overall submissions in each category and the number of acceptances. For those authors whose abstracts have been accepted, the letter will contain information regarding the day, time, and room assignment for their presentations along with information regarding the submission of other information, e.g., 25-word summary, narrative, etc. The IDEC office will send these letters along with copies of the review score forms to the contact authors. Accepted authors must reply to the IDEC office confirming that they will be registering, attending, and presenting at the Conference.

- The Abstract Review Coordinator (in consultation with the IDEC staff) prepares a schedule of days, times, and room assignments for the accepted presentations. When making these assignments, an attempt should be made to have related topics presented together and to have various “tracks” of presentations. The top ten abstracts should be scheduled at different times to facilitate their review during the conference. The top ten abstracts are scheduled on the first day of the conference.
- The IDEC Award of Excellence Presentation Awards are coordinated with the Director of Regions 30 days prior to the Annual Conference. The [Director of Regions](#), along with the Regional Chairs, coordinates the review process for the IDEC Awards of Excellence. These awards are chosen from the top ten abstract submissions as determined by the reviewers’ scores and are reviewed again when presented at the conference. In addition, the Director of Regions and Regional Chairs also oversee the process for the IDEC Award of Excellence-Member’s Choice Best Presentation and Member’s Choice Best Creative Scholarship. This award is voted on by those attending the conference. All these awards are given at the awards event.

Programs, Events, and Committees

- [Conference Proceedings Coordinator](#)
- [Director of Scholarship](#)
- [Director of Regions](#)
- IDCEC Liaison

Timeline

- **June** – Call for scholarship posted to membership
- **Sep** – Scholarship submissions Due
- **Oct-Nov** – Double blind review of all submissions
- **Dec** – Prepare cover letter for accepted authors
- **Jan** – Finalize Top Ten abstract submission and poster submissions to be reviewed for IDEC Award of Excellence Presentation Awards; coordinate with Director of Regions
- **Mar** – Annual Conference
- **Monthly** conference call with Scholarship Collaborative
- **Monthly** conference call with Annual Conference Committee