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Reviewer Instructions

1. Login to the abstract submission site with your BMES credentials.

BIOMEDICAL ENGINEERING SOCIETY	21 ANNUAL MEETING CTOBER 6 - 9
All submitters <u>must</u> be logged into their BMES profile before proceeding.	Welcome to the 2021 BMES Annual Meeting Abstract Submission Portal
BMES Login If you are a BMES member, please use the credential associated with your BMES account, thyou we passwort you may retrieve in onne passwort you may retrieve in onne using the ensil address associated with your membership if you are not a BMES member, you may either you now or created inter non-member web account. ""PLEASE NOTE THAT LOGN OREGENTIALS USED TO SUBJET AN ABSTRACT INFERVIOUS THAT SUBJECT	All pending transactions have been canceled on our end to correct double or incomplete payments. We have reopened the platform for you to complete the process if you intended to submit an abstract. You will now have until May 21 at 11:59 p.m. ET to complete your abstract submissions and payment. We know you were dedicated to submit by the deadline, so thank you! We see so many folks interested in participating as a good problem to have, and our system crashing goes to show that were going to have an incredibly robust program lined up for will/MES2021. We can't wait to showcase all the innovative science you're working on in Orlando, FL! We appreciate you and your hard work, and again, we apologize for this technical issue. Join us for BMES 2021 Annual Conference! Our exciting theme, "Magical Healthcare Innovation Powered by an Inclusive Morkforce," will bring us together and enable learning, networking, and idea exchanges planned for the ever-changing world of biomedical engineering. We can't wait to have you join us for this can't miss event! Abstract Submission Now Open!

2. After you login, you will click "My Reviewing Assignments" on the left side of your screen to take you to the track(s) with abstracts you are assigned to review.



3. Click "Open" next to "View All Tracks" to see all the abstracts you are assigned.

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(I) Log Out	Automated technologies for use in developing countries	1	0	Open
	Nanotechnologies for Global Health Technologies and Systems	1	0	Open
	Other / Non-specified	1	0	Open
	NANO AND MICRO TECHNOLOGIES	9	0	Open
	Bioinspired/Biomimetic Micro/Nano Devices and Systems	1	0	Open
	Micro/Nano Fluidic Engineering, Lab-on-Chip and Organ-on-Chip Systems	1	0	Open

You could also click "Open" next to each category if you want to review by track.

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4. When you select an abstract from your assigned list, click "View Submission" to enter the scoring evaluation form.

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5. You will see the abstract on the left side of your screen and the scoring criteria on the right side of your screen (note the double scroll bar):

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Upload Your PDF File: The submission site will NOT add your title and authors; so you must include the title, authors and affiliations on the top of your uploaded abstract file.	Evaluation Form
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Title: * Capitalize the first letter of each word in your title. Titles must be in this format and CANNOT be added nor changed after the submission deadline.	Common reasons for rejecting an abstract: • The abstract is too long (more than one page in length) • The abstract is poorly written • There is a poorly supported research hypothesis/objective • The experimental plan is vague or not well described
A Chemical Warming Blanket To Prevent Hypothermia And	Not enough data (or poor analysis of the data) are presented to warrant presentation

6. Use the <u>Abstract Scoring Rubric</u> to assign a score to each category listed on the evaluation form by entering your numerical score.

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7. You will see a dropdown under the cumulative score to select your recommendation to accept or reject the abstract for presentation and a comments box to provide optional comments about the submission.



8. When you are finished assigning your scores, click "Save & Back to List" to lock in your scores and comments and return to your list of assigned abstracts.

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Please contact <u>Michele@bmes.org</u> with your questions.