

Reviewer Instructions

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

The screenshot shows the homepage of the BMES 2021 Annual Meeting Abstract Submission Portal. At the top, there is a blue header with the BMES logo and the text "2021 ANNUAL MEETING OCTOBER 6 - 9". Below the header, there are navigation links for "HOME", "MY ACCOUNT", and "SUBMIT AN ABSTRACT". The main content area features a "Welcome to the 2021 BMES Annual Meeting Abstract Submission Portal" message. A "BMES Login" button is highlighted with a red circle. To the right of the login button, there is a section titled "****ABSTRACT SUBMISSION UPDATE****" which contains a message about the platform being reopened for abstract submissions and payment. Below this, there is a "PLEASE NOTE THAT LOGIN CREDENTIALS USED TO SUBMIT AN ABSTRACT IN PREVIOUS YEARS WILL NOT WORK ON THIS SITE" warning. At the bottom, there is a "Abstract Submission Now Open!" announcement.

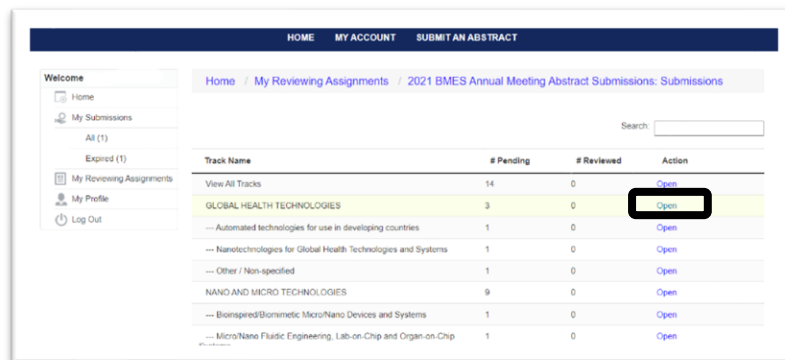
2. After you login, you will click "My Reviewing Assignments" on the left side of your screen to take you to the track(s) with abstracts you are assigned to review.

The screenshot shows the user interface after logging in. The navigation menu on the left side includes "Home", "My Submissions", "All (1)", "Expired (1)", "My Reviewing Assignments" (highlighted with a red circle), "My Profile", and "Log Out". The main content area displays the same "Welcome to the 2021 BMES Annual Meeting Abstract Submission Portal" message and the "****ABSTRACT SUBMISSION UPDATE****" section as seen in the previous screenshot. The "Abstract Submission Now Open!" announcement is also visible at the bottom.

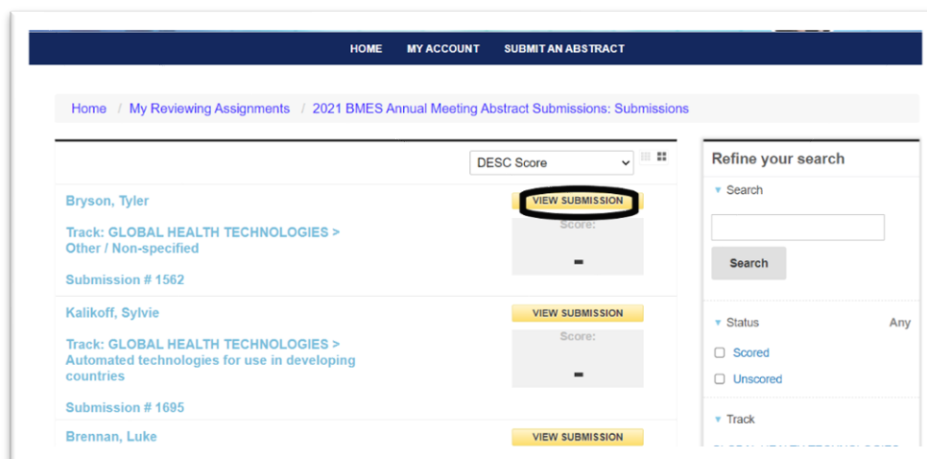
3. Click "Open" next to "View All Tracks" to see all the abstracts you are assigned.



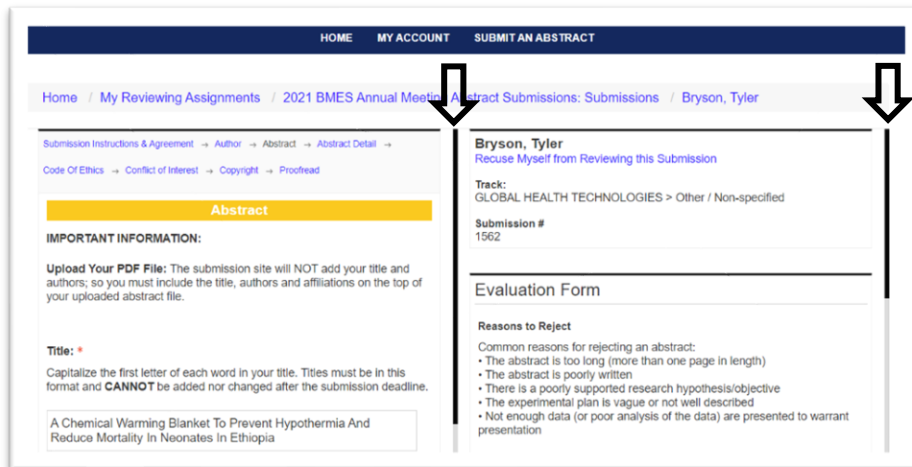
You could also click "Open" next to each category if you want to review by track.



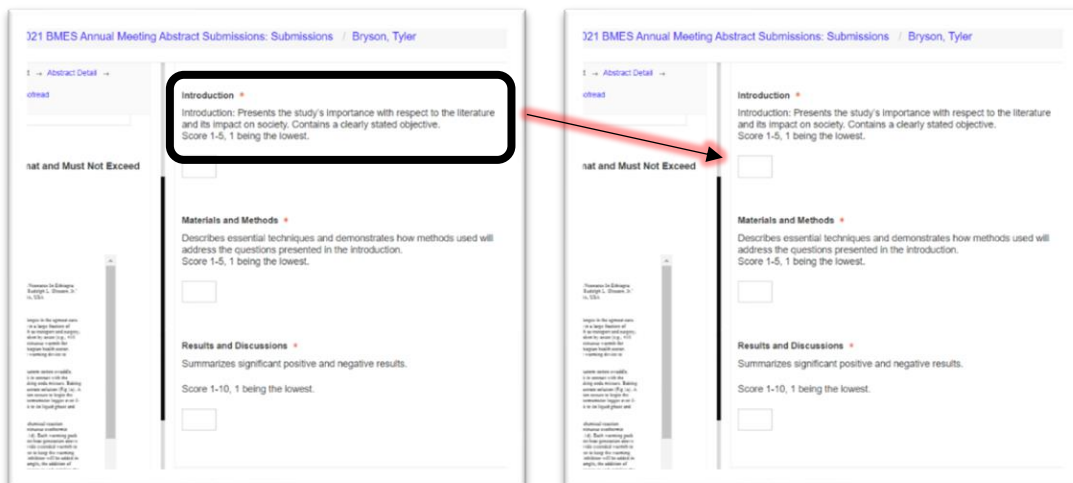
4. When you select an abstract from your assigned list, click "View Submission" to enter the scoring evaluation form.



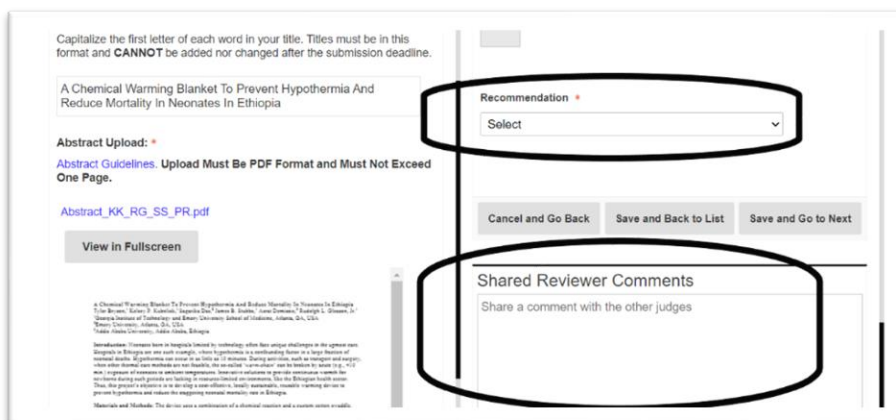
- You will see the abstract on the left side of your screen and the scoring criteria on the right side of your screen (note the double scroll bar):



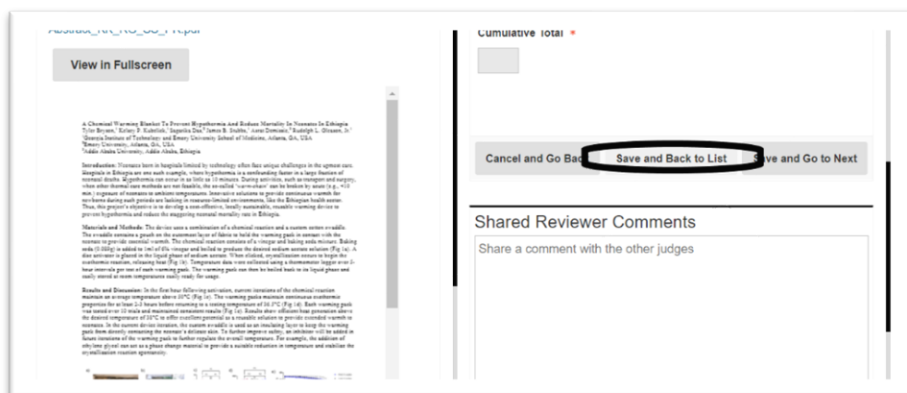
- Use the [Abstract Scoring Rubric](#) to assign a score to each category listed on the evaluation form by entering your numerical score.



- 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.



- 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.



Still need help?

Please contact Michele@bmes.org with your questions.