SUBMISSION REVIEWER

The SUBMISSION REVIEWER (SR) will evaluate contributed submissions which consist of an abstract, a draft paper or outline, and/or a 3 to 5-minute video to assist the Content Advisory Team in selecting the content for the conference. The SR role is a ***pre-conference only*** commitment. Attending a training webinar is required, but most of the activity is done on your own schedule. Your assignment will involve one of three phases: (1) Pre-Conference and will span approximately 2 weeks between December 22, 2020 and January 14, 2021.

BENEFITS: As a SR, you will get to see the variety of submissions in one or more topic areas. You will be instrumental in ensuring the best quality topics are considered for the conference. The role will provide some networking with members of the conference team and increases your visibility within the SAS Community. Submission Reviewers who have reviewed at least 10 submissions will be able to select a complimentary e-book from a list provided after the review period closes and reviews have been completed.

RESPONSIBILITIES:

1. Pre-Conference:

    a. Determine which topic area(s) you would like to review submissions for.

    b. Attend webinar for all SRs, hosted by the Presenter Coordinators, which will walk through how to access the paper submission to view submissions.

    c. Based on the schedule for completing reviews, determine how many submissions in each topic area you can commit to reviewing. Each submission can take as little as 10 minutes to review if it does not include a draft paper. Submissions with draft papers and videos will take somewhat longer depending on the length of the draft and video.

    d. Judge abstract, draft paper and video submissions using the provided rubrics.

    e. Complete assigned reviews by the required date.

2. On-Site at Conference:

    a. No responsibilities.

3. Post-Conference:

    a. No responsibilities.