Instructions To “Unit Planners”¹ Using The All Academic Proposal Review System

**EVALUATION DATES**

August 25 – October 14: Recruit reviewers  
October 9: All Academic training session  
October 15: Activate Reviewers  
October 15 – 19: Assign proposals to reviewers  
October 20: Notify reviewers of their selection  
October 22: Reviewers orientation session  
October 23 – 28: Reviewers work on non-fitting proposals  
October 23 – November 4: Reviewers complete evaluation assignments  
November 5 – 18: Recommend acceptance/rejection of submissions; Designate 1 or 2 highlighted panels; Form recommended panels based on space allocations  
November 12: Receive number of sessions per SIG/Committee to be accepted  
November 19: Send accepted sessions to MaestroMeetings and provide feedback as to which sessions should be scheduled in larger rooms  
December 14: Acceptance/Rejection decision letters and VISA letters sent to proposal participants  
February 22 – 26: Construct new panels out of participants in cancelled sessions; Send to MaestroMeetings for program inclusion

¹ Note: In the All Academic system, the “Unit Planners” are those who oversee reviews and make recommendations to the central administrator (the Program Chair, in this case). Each “unit” (Committee or SIG) can decide for itself how internally it wishes to delegate responsibility among its unit planners.
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Instructions for Forming Review Pools

[TO BE DONE BEFORE OCTOBER 15, 2020]

- Log into the submission system at https://convention2.allacademic.com/one/cies/cies21/.
- Because you are a Unit Planner, you should now see the Unit Planner Menu available to you.
- Click on “Manage SIGs and Committees”.

- Click on “Activate Volunteers as Reviewers”.

  A list of individuals who have volunteered to review for your SIG/COMMITTEE will appear at the bottom. You may choose who you will select as reviewers and who not. Please use your judgment about how many reviewers you will need – our aim is to have each proposal reviewed by at least 2 reviewers.
Reviewers should be selected on a rolling basis so that right after the submission system closes on **October 14th, 2020, 23:59 hrs, EDT** you can assign proposals to your reviewers and have them get started. If you do not have enough volunteer reviewers in your pool, you may need to send out individual requests and/or more emails to your SIG/COMMITTEE members. Please also remember that your SIG/COMMITTEE chairs should also sign up through the system to be “volunteer reviewers” so that they show up as available in the All Academic system once you are assigning reviewers.

You will also be able to look at the proposal submissions that have arrived for your SIG/COMMITTEE before October 14. Feel free to browse them – **but please do not yet take any action on these submissions.** We will all wait until October 15th (after the submission deadline) to assign reviewers to submissions because submitters still technically have the option to edit their proposals up until the deadline.

Please note, if a potential reviewer is not listed in All Academic as being available to review, you can ask him/her to sign up as a volunteer reviewer.

- Log into the submission system at [https://convention2.allacademic.com/one/cies/cies21/](https://convention2.allacademic.com/one/cies/cies21/).
- Under the **Submitter Menu**, click on “**Volunteer to become a Chair, Discussant, or Reviewer**”.

- Select any Keywords and Geographic Descriptors to help the Unit Planner more appropriately assign the proposals for review.
- Click “**Accept and Continue**”.
- Check the appropriate boxes for the roles for which you would like to volunteer.

- Click “**Accept and Continue**”.

• After reviewing the summary page, click “Accept and Continue”.

• A confirmation message will be shown in All Academic and an email will be sent to the address on file.
Instructions for Unit Planners on Assigning Reviewers

[TO BE DONE BETWEEN OCTOBER 15 AND OCTOBER 19, 2020]

- Log into the submission system at https://convention2.allacademic.com/one/cies/cies21/.
- Under the Unit Planner Menu, click on “Manage SIGs and Committees”.

- You will see a list of all the submissions to your SIG/Committee sorted by alphabetical order.
- Click on “Assign Reviewers”, and you will have the ability to select which of the reviewers in your review pool you want to assign to this submission.
  - Please go through the list of submissions, making sure that each submission has at least 2 reviewers. As soon as you have assigned all proposals to reviewers, by October 19, the CIES 2021 Program Committee will send a bulk email to all reviewers telling them that they have submissions ready to review.

The reviewer volunteers have the option to choose keywords and geographic descriptors that relate to them. This will help Unit Planners define which proposals match better with a reviewer. That information is under the name of the volunteer.
This year we have not formalized a rule about how many reviews each reviewer should be given, but please use your discretion and judgment to accommodate the needs of your own reviewers.

Remember, you have to assign reviewers for “Individual presentations” and “Sessions”
Monitoring Review Status

[TO BE DONE BETWEEN OCTOBER 23 AND NOVEMBER 4, 2020]

You will need to keep track of your reviewers to assure that they complete their jobs on time (by November 4th). You have several tools at your disposal:

- **TO CHECK STATUS OF REVIEW ASSIGNMENTS:**
  - The Status Menu provides a quick overview of the status of a proposal by proposal basis. The Statistics menu options at the top, right-hand side of the page allow you to quickly determine the number of proposals that are "Unassigned", "Pending" and "Complete".
  - The Reviewer Status Report gives you a quick method of tracking the status of reviews on a reviewer-by-reviewer basis.
    - Log into the submission system at [https://convention2.allacademic.com/one/cies/cies21/](https://convention2.allacademic.com/one/cies/cies21/).
    - Under the **Unit Planner Menu**, click on "Manage SIGs and Committees".
    - Click on “Reports Menu”.

- **EMAIL REMINDERS:**
  - The CIES 2021 Program Committee will send bulk email notifications to all assigned reviewers at the end of the day on **October 26th** and a “5 days left” bulk email reminder to all reviewers with pending assignments on **October 30th**.
To send additional emails to your reviewers, log into the submission system at https://convention2.allacademic.com/one/cies/cies21/.

- Under the Unit Planner Menu, click on “Manage SIGs and Committees”.

  ![Unit Planner Menu](image1.png)

- Click on “Send Bulk Email”.

  ![Send Bulk Email](image2.png)

- Select the group you want to email by choosing an option in the “Audience” dropdown.
- Click “apply changes”.

  ![Bulk Email](image3.png)

- Select the types of Reviewers you would like to email by clicking the appropriate boxes.
- Click “apply changes”.

  ![Select Reviewers](image4.png)
- Select an email template from the dropdown.
- Click “apply changes”.
- IMPORTANT - Change the “Reply To” email address to your own email address.
- Add a Subject and Message.
- Click “Preview”.

- Review your email, and edit if necessary.
- Click “Send”.

**IMPORTANT NOTE:** YOU CANNOT TAKE ACTION (recommend accept or reject) ON A PROPOSAL UNTIL ALL OF THE ASSIGNED REVIEWERS COMPLETE THEIR REVIEWS FOR THAT PROPOSAL. If one of two assigned reviewers is not finished, then the proposal will still be marked as pending. To take action on a proposal, you must encourage your reviewers to finish their reviews, or you may mark a reviewer as delinquent.

Reviewers will likely reach out to you with questions. You can send them the PDF of Instructions for Reviewers (see last section of this document). Here are some additional points:

- **SOME FAQs FOR REVIEWERS:**
  - BAD FIT FOR YOUR SIG/Committee: If reviewers feel a proposal is not a good fit with a SIG/Committee, they should complete the “Non-Fitting Proposal Form” by October 28th. That
proposal will move to the General Pool, if the Program Committee considers the proposal fits better in a different SIG/Committee, it will be transferred to that SIG/Committee. If you are recipient of a Non-Fitting Proposal you will receive a message to accept it.

- **CONFLICT OF INTEREST:** Reviewers should be reminded that they may recuse themselves from the evaluation of any particular proposal if they feel unqualified or perceive a conflict of interest (such as knowing who the author is). If this happens, you should un-assign the proposal from this reviewer and assign it to another reviewer.

- **ACCEPT/REJECT:** The discretion to recommend to accept/reject lies with the Unit Planners. The ultimate decision of acceptance and rejection lies with the Program Committee. Likewise, there is no average numerical evaluation that serves as a cutoff – reviewers may recommend a proposal for acceptance based on their numerical evaluation as well as their discretion.

- **UN-ASSIGNMENT:** If a reviewer’s assignment remains uncompleted after November 4th, please go into All Academic and mark the reviewer as delinquent. This sounds harsh! But if you simply un-assign them from a submission, they will continue to show as available for review assignments. You may need to reassign a proposal to additional reviewer(s) in order to meet the requirement that each submission be reviewed by a minimum of two reviewers.
  - If you reassign a submission to a new reviewer, you will need to send an individual email to that reviewer letting them know this.
  - In such cases, you may choose to designate one of your unit planners as the reviewer in order to expedite the process.

- In the All Academic review system, we provide reviewing rubrics for three types of research. Reviewers should assess submissions based on the research type indicated by the author. Reviewers can find this information in the bottom left-corner of the reviewing proposal page.

- If there is a red flag alert saying that you still have submissions needing to be reviewed, please make sure you have reviewed both individual submissions and session submissions.
Instructions for Unit Planners on Accept/Reject Recommendations and Forming Highlighted Panels

[TO BE DONE BETWEEN NOVEMBER 5 AND NOVEMBER 18, 2020]

GENERAL GUIDELINES FOR EVALUATION:

Use your Unit Planner expertise in conjunction with the reviewers’ evaluations, and make an Accept or Reject recommendation on each proposal submitted to your SIG/Committee. [Deadline November 18]

- **ACCEPTANCE**: If, after looking at the proposal and its reviews, you think that a submission should be accepted for presentation at CIES 2021, then please recommend “Accept.” Please note:
  - This means that you are agreeing to have the proposal endorsed and affiliated with your SIG/Committee.
  - At this point, you should recommend a session to be accepted. However, the determination will be made by the CIES 2021 Program Committee.

- **REJECTION**: If you think that a submission should not be accepted for presentation at CIES 2021 at all then please recommend “Reject.” Please note:
  - The CIES 2021 Program Committee does not anticipate reversing any Unit Planner rejection recommendations; however, we will examine them to make sure that there are not overall evaluation discrepancies between different SIG/Committees.
  - We require comments to authors on each review; such feedback is particularly significant when a reviewer is recommending rejection. Please quickly vet the reviewer feedback to make sure that it is adequate and constructive. If a comment is inappropriate or sorely needs revising/supplementing, please email the CIES 2021 Program Committee at cies2021@cies.us, and we will determine how to edit.

TO ACCEPT/REJECT:

- Log into the submission system at [https://convention2.allacademic.com/one/cies/cies21/](https://convention2.allacademic.com/one/cies/cies21/).
- Under the **Unit Planner Menu**, click on “Manage SIGs and Committees”.
  - You will see a snapshot of which proposals have received completed reviews.
• Click on the "Completed Reviews Report / Accept or Reject Proposals".

• You can select a variety of presentations of data and perform various calculations on the numerical evaluation scores.
  o It should be adequate to simply press the [Load Records] button with the default options selected.
  o It is on this screen that you switch between the Individual Submission proposals and the Session Submission proposals. These two submission categories are grouped in different “batches”.

• Each submission’s reviews will be shown as follows:

   If you want to review each of the various evaluation criteria, clicking on these codes will take you to the review sheet.
   Clicking on these R#### will take you to each individual reviewer’s full evaluation with comments.
   This column averages the reviewers numerical rankings.
Working individually or in conjunction with your co-unit planner(s), you should go through and issue a decision recommendation “Accept” or “Reject” for each individual submission and each group submission. Make sure you review each “batch”: all the individual submissions and all the panel submissions. On November 12th, you will be sent the number of sessions per SIG/Committee to be accepted. Take into consideration the rigor and professionalism of scholarship that you think is appropriate for our Society.

**IMPORTANT NOTE:** Please plan with your co-unit planners when you are working on this accept/reject worksheet. Only one person should be making changes/working in the system at a time; otherwise, changes made might not be saved correctly.
Forming Your SIG’s Highlighted Panel(s)

[TO BE DONE BY NOVEMBER 18, 2020]

Each SIG gets 1 highlighted panel in the program on which the Program Committee has no input. If your SIG had over 60 members by July 31, 2020, then you get 2 highlighted panels. Thus, the following SIGs and Committees will have two highlighted sessions at CIES 2021:

1. Africa SIG
2. Citizen and Democratic Education SIG
3. Early Childhood Education SIG
4. East Asia SIG
5. Education and Conflict SIG
6. Environment and Sustainability SIG
7. Global Literacy SIG
8. Global Migration SIG
9. Higher Education SIG
10. Inclusive Education SIG
11. Language Issues SIG
12. Latin American SIG
13. Study Abroad SIG
14. Teacher Education SIG
15. Youth Development and Education SIG
16. Under-represented Racial, Ethnic, and Ability Groups Committee
17. Gender and Education Committee

There are two ways to form highlighted panels.

- One is to form a Highlighted Panel out of a set of submitted individual papers.
  - Under the Unit Planner Menu, click on “Manage SIGs and Committees”.

- Click on “Create a Session”.

![Image](image_url)
Select “Highlighted Paper Session”.

Give the session a title. For program book purposes, please begin your session title with the words “Highlighted Session: ”.

It is not necessary to provide a session abstract, though you may add one if you like.

It is mandatory to select “keywords”.

On the following page, you may begin assigning individual papers to the session (Step I). All of the accepted papers will be displayed and you can choose the one that you want. We ask that you also identify session chair(s) and discussant (Step II). They could be volunteers or another person. The CIES 2021 policy is that panels formed by the conference organizers will have no more than 4 presenters. This is to allow each presenter adequate time to present, receive feedback, and engage in discussion. We request that when forming Highlighted SIG Panels, SIGs also follow this rule – but we also recognize that SIGs may wish to experiment with alternate panel formats, and so we ultimately leave this decision in your hands.

IMPORTANT: It is very important that you press “Accept and Continue” upon forming each of your Highlighted Panels; on the summary screen it is necessary for you to press “Accept and Continue” a second time in order to finalize the panel formation.

The second way to form a highlighted session is to turn a submitted group panel into a highlighted panel.

Select “Change Type” off the menu, and change it from Group Panel to Highlighted Panel,

- Make sure to rename the panel so that it begins “Highlighted Session:”. 
At this point, you should only form your SIG’s allocated Highlighted Panels. By Nov. 18, you as unit planners should have recommended accept/reject on all papers submitted to your SIG and formed your highlighted panel(s). CIES 2021 Program Committee/conference organizers will then review recommendations.

Please note that membership in CIES and registration for the conference are longstanding policies of the Society (see: https://icies2021.org/submission-participation-policy/), but “no shows” have been a consistent problem at our past conferences. We would greatly appreciate your help this year in helping us to combat this problem, so we ask that you communicate with presenters to ensure they know about these policies—and also that they fulfill both membership and registration requirements by the end of January.

When you are ready to create a highlighted panel, or to recommend a regular panel, please email the presenters to confirm that they do plan to register for the meeting and join CIES by the January 31st, 2021 deadline. If a prospective presenter’s circumstances have changed and they no longer plan to attend the conference, then SIG unit planners are in the best position to find a replacement before the draft program is created. It is much more difficult to reconfigure panels after they are already created and scheduled.
Instructions on Forming Recommended Panels

[TO BE DONE BY NOVEMBER 18, 2020]

FORMING PANELS:

The final task is then to form recommended (not “highlighted”) panels out of the individual papers received.

Earlier you formed your Highlighted Panels, which will be accepted onto the program assuming papers have been peer reviewed in the usual process. In addition, you can recommend regular panels using the same process that you used earlier to form the highlighted sessions though, in this instance, choosing “Paper Session” as the session type.

- Please place 3-4 papers in each regular panel that you recommend.
- You will need to create a title for the session; however, you do not need to provide an abstract/description of the session. This field can be left blank. Please do not include SIG/Committee’s name in the title because this will automatically be included in the program.
- Your assistance in identifying a Chair for the session would be most appreciated. CIES typically does not assign discussants to regular panels – instead, we generally prefer session Chairs to offer a few initial questions and moderate a Q&A discussion with the audience. It is highly recommended that you assign one of the panel’s participants as the Chair, unless you have a pool of volunteers who would be willing to attend and Chair a session other than their own.

IMPORTANT NOTE: It is very important that you press “Accept and Continue” upon forming each of these panels; on the summary screen it is necessary for you to press “Accept and Continue” a second time (and sometimes third time) in order to finalize the panel formation.

Membership in CIES and registration for the conference are longstanding policies of the Society (see: https://cies2021.org/submission-participation-policy/), but “no shows” have been a consistent problem at our past conferences. We would greatly appreciate your help this year in helping us to combat this problem, so we ask that you communicate with presenters to ensure they know about these policies—and also that they fulfill both membership and registration requirements by the end of January.

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deadline. If a prospective presenter's circumstances have changed and they no longer plan to attend the conference, then SIG/Committee unit planners are in the best position to find a replacement before the draft program is created. It is much more difficult to reconfigure panels after they are already created and scheduled.

- **Please have all this work completed by November 18.** We plan to email out acceptance notices in December 14th, 2020.