NAIS Annual Conference:
Proposal Reviewer's Guide

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Introduction

Thank you for joining the 2018 NAIS Annual Conference as a Reviewer. Below we will cover the basics of the platform from login to reviewing proposals and submissions.

How To Login To Your Account

1. Click the "Login" button on the left hand side of the home or help page to be taken to the login screen.
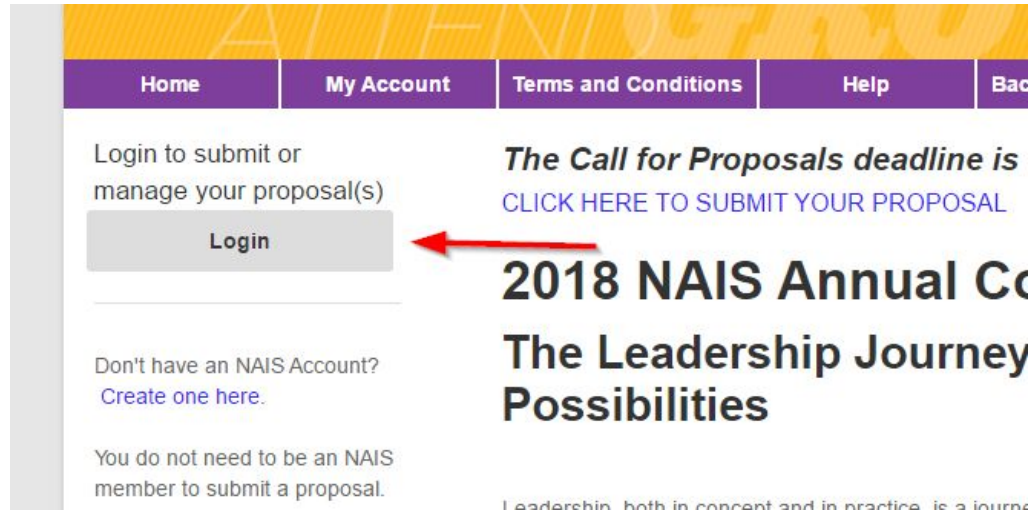
2. From the login screen you will be able to provide your Username and Password associated with your NAIS account to login.

Reviewing Assignments

1. Once logged in you will be able to select "My Reviewing Assignments" on the left hand control box. This will take you to a list of categories under which you will have a number of assignments to review.

2. From here you will be able to select "Open" under the action column to be taken to a list view of those entries assigned to you.

3. From the list view you will be able to view each proposal by selecting the "View Proposal" on the right hand side of the screen.

What Makes Good Governance
Category: Three-Hour Workshop
Proposal # 191

VIEW PROPOSAL

Score:

-

HOLD: InnovationKitchen: Innovation Workshop
Category: Three-Hour Workshop
Proposal # 199

VIEW PROPOSAL

Score:

-

Pivot Leadership. The Modern Face of School
Leadership
Category: One-Hour Workshop
Proposal # 210

VIEW PROPOSAL

Score:

-

4. Once selected the proposal will load, on the left hand side of the screen you will be able to review all information associated with that entry, clicking through each page of information via the top controls outlined in the first red block below.

Presenter → Proposal → Co-Presenter(s)

Primary Presenter Details

First Name *

Jay

Last Name *

Rapp

Job Title

Vice President, Professional Development

5. Once you have reviewed the submission you will be able to enter your review of it on the right hand side under the "Evaluation Form". You will be reviewing the submission for "Relevance", "Clarity", "Impact and Applicability", "Uniqueness", and "Audience Experience" along with leaving notes and a "Final Recommendation".

Evaluation Form

Relevance *

	Lacking	Acceptable	Outstanding
Relevance	Session explores needs that are relevant for a very small minority of conference attendees and/or covers topics that are not timely.	Session explores needs, challenges, and opportunities that are relevant to a portion of the independent school community, but that are still timely and critical.	Session explores critical and/or urgent needs, challenges and opportunities relevant to a wide cross-section of the independent school community.

Select ▾

6. Once you have entered your review you will be able to move on to the next entry for review by clicking "Save and Go to Next", head back to the list by clicking "Save and Back to List", or disregard your input by hitting "Cancel and Go Back".
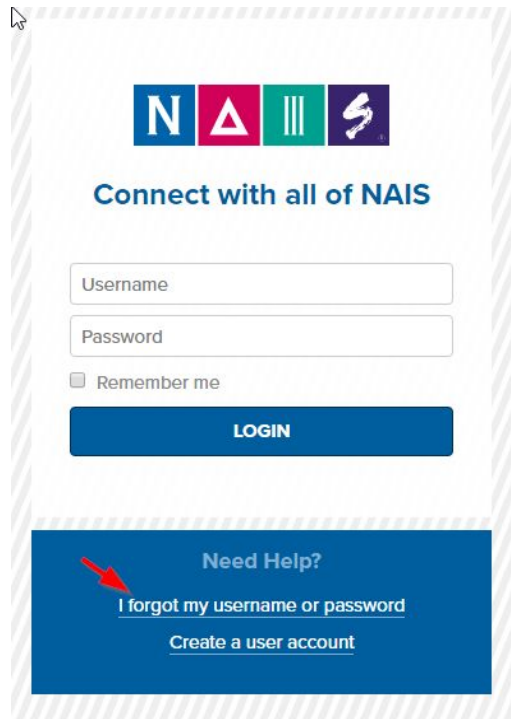
Select ▾

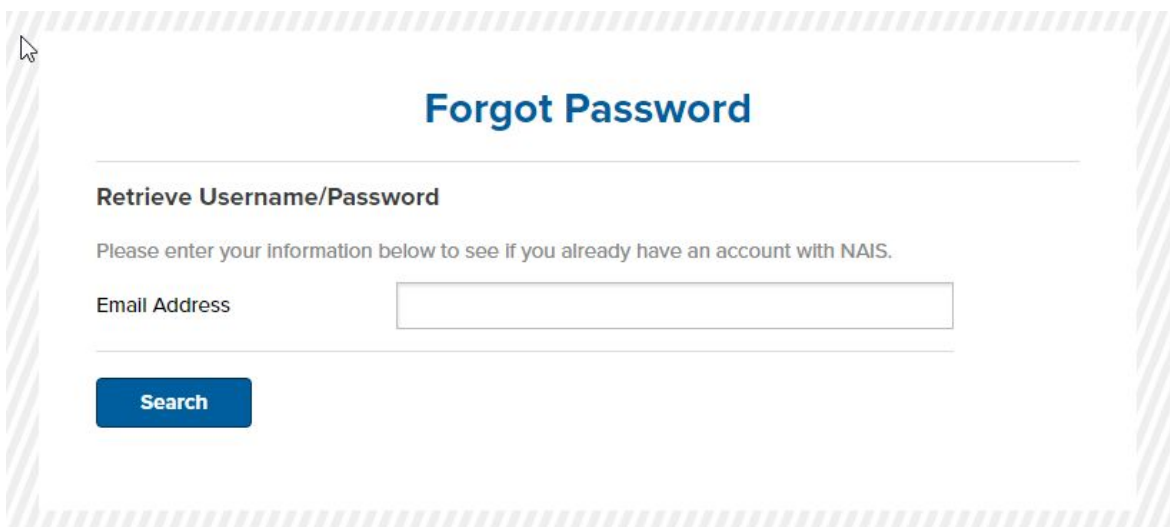Cancel and Go Back   Save and Back to List   Save and Go to Next

Lost Password: How To Recover Password

1. If you have forgotten your password you are able to retrieve if by clicking "Login" and will be taken to the NAIS login screen which will provide you with the relevant links to retrieve your information.

2. You will be taken to the "Forgot Password" screen where you can enter your email address and retrieve your relevant information.