

ABSTRACT REVIEW PANEL TERMS OF REFERENCE

1. Purpose

The Abstract Review Panel reviews the abstracts submitted for the annual *Riversymposium* to ensure that the abstracts selected for inclusion are of high quality and reflect innovation and compliance with the conference themes in relation to river basin management research, practice, policy and implementation.

2. Term of Abstract Review Panel Members

Each Abstract Review Panel member shall serve a one conference term; the term may be renewed upon recommendation from the *Riversymposium* Committee Chair.

3. Reporting

Each member will report to the *Riversymposium* Committee Chair by submission of completed abstract reviews within the time limit indicated each year (generally 4 weeks). The Abstract Review Panel member will be contacted via e-mail on behalf of the Chair to confirm eligibility and interest in participation.

4. Composition and Criteria for Membership

Reviewers will reflect a diversity of expertise that corresponds to the themes of submission for the *Riversymposium*. Each member will be requested to review up to 25 abstracts each year (with 2 – 3 reviewers assigned to each abstract).

Potential members may be contacted to determine if they meet the following eligibility criteria:

- Willingness to review up to 25 abstracts within the time limit indicated;
- Experience presenting at a previous *Riversymposium* or; experience presenting at a national or international peer reviewed conference or; author of an article published in a peer reviewed journal;
- Demonstrated expertise in a *Riversymposium* relevant theme (and represent sectors including research, industry, NGO, public sector).

5. Roles and Responsibilities of *Riversymposium* Committee Chair and Abstract Review Panel Members

The Committee Chair, with support from the Committee and conference secretariat, will:

1. Invite qualified Abstract Review Members to participate on the Abstract Review Panel.
2. Maintain a list of members, terms and areas of expertise.
3. Identify members appropriate to review each group of abstracts.
4. Provide each member with an orientation package that outlines member's responsibilities.
5. Identify and address any concerns that arise with the reviews received from members.
6. Be available to members for consultation during the process of completing reviews.

Each Abstract Review Panel member will:

1. Receive and review the Abstract Review Panel Information (includes the information for reviewers, list of abstracts to review, scoring sheets and review feedback form).
2. Identify a conflict of interest with any of the abstracts that they are requested to review to the Chair.
3. Maintain confidentiality of the abstracts.
4. Judge each abstract on the merits of the information provided in the abstract, use the criteria and scoring system provided and provide constructive written feedback to authors, as appropriate.
5. Complete the review process within the deadline stated; indicate at the beginning of the process if unable to return the reviews within the time parameters.
6. Report concerns with, or suggestions for, the review process to the Program Chair on the feedback form provided.