

MySPIE Review System Information for Conference Chairs

The MySPIE submission and review system allows you to quickly and easily view and review abstracts submitted to your conference. It is a great way to track the progress of abstract submissions and determine who still needs to submit. This document includes information on the following:

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 - Review Manuscripts (Chair assigns Reviewers and may also participate in the review process)
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Emailing Committee Members

You can quickly email some or all committee members and chairs for your particular conference by following these steps.

1. Go to <http://myspie.org> and sign in.
2. Once on your To Do List, click "Add or Edit Co-Chairs, Committee Members, Reviewers"
3. In the first column of the table, either click on the "Select All" box, or check the box next to the names of the individuals you would like to contact.
4. Click on the blue "Email" button. This will open a new message in your email system that is addressed to all those you selected.
5. Email one person, but clicking on the envelope icon in the second column next to the person's name

Note: Make sure that your email is set to allow commas as a separator.

Chair Presentation Review Instructions

View and review all presentations (initial abstracts) submitted to your conference, assign Technical Committee Members, and check your To Do List when you sign in at <http://myspie.org>. Bookmark this site for easy access.

Note: Privileged information or ideas obtained through access to conference abstracts and manuscripts prior to presentation or publication for the purpose of conference organization or peer review must be kept confidential and must not be used for competitive gain.

Assigning Reviewers

1. On your To Do List, click "Add or Edit Co-Chairs, Committee Members, Reviewers" for your conference. Your Technical Committee includes Chairs, Cochairs, Program Committee Members, and Review Committee Members.
2. From the "Players" tab, click on "New" to add Technical Committee Members: Cochairs, Program Committee Members (listed in Calls, Programs, and Proceedings), or Review Committee Members (not listed in Calls, Programs, and Proceedings).
3. If you will be assigning presentations to your Technical Committee Members to review, click the check box next to the name to "Allow Review".

Note: As always, if you have questions, or are pressed for time, please contact me, your Technical Programs Coordinator to assist you.

Note: It is very important that you inform all reviewers of your reviewer expectations including the criteria for reviewing and the deadline for completed reviews.

Assign Presentations to Reviewers

1. Click on the "Presentations" tab.
2. In the drop down box (Select Reviewer), choose the name of a Reviewer.
3. Click the check boxes next to the presentations you would like the Reviewer to review.
4. Click the "Assign Reviewer" button.
5. By clicking on the email icon, you may notify the Reviewer that they have been assigned as a Presentation Reviewer. A list of submissions assigned will be included in this message.
6. To unassign presentations, click on the Reviewer's name, uncheck the boxes by the presentations, and click the "Assign Reviewer" button again.

Note: When the Reviewer signs in to MySPIE and clicks their link to "Review Presentations", only the submissions you have assigned will appear on the reviewer's list.

Review Presentations

Chair assigns Reviewers and may also participate in the review process.

Note: Conference chairs and cochairs are automatically assigned all submissions to review.

1. On the "Presentations" tab, click the check boxes for the presentations you would like to review.
2. Click on one of the magnifying glasses to go to the "Presentation Review" tab, which includes full information about the presentation submission.
3. In the Review area, you (and your assigned Reviewers) will have the following options:
 - a. Rate the abstract (1 to 5, no rating is blank). You may assign any criteria for this rating in your review process. Use of the rating field is optional.
 - b. Recommend "accept" or "reject" presentation.
 - c. Make review comments.
 - d. Click the "Update" button at the bottom of the page.

Chair Review Decisions

Once the Reviewers have finished their reviews, each presentation will include a table that only the Chairs will see, listing each Reviewer's rating of the presentation, their recommendation, and their review comments.

1. Chairs will mark the abstract "accept" or "reject", select the presentation type, indicate if invited or not, mark review complete, include comments if desired (do not type over any existing comments), and click the "Update" button.
2. At the top of the screen the arrows (for example, 1 of 10) will allow you to scroll to the next submission.
3. You can automatically send review comments to authors from the "Presentation Review" tab by clicking on the [Email reviews to Author](#) in the "Final Chair Decision" area.

Note: If you are pressed for time, please just send me a list of accepted, rejected, and invited presentations and I will update the records for you.

Print Abstracts Prior to Review

1. On the "Presentations" tab click in the box next to each submission you want to print or click "Select All" for all of them.
2. Click "View Details in Full"
3. Click "Print Version"
4. Use your browser print button to print the information. Abstracts will print on separate pages if you have Internet Explorer (page breaks do not work in Netscape or other browsers).

Generate PDF Compilation of All Attached Files

If you have requested extra files for review purposes, you can generate a PDF document that contains all the extra files submitted. The conference code and paper number will display at the top of each page.

Note: These files can be rather large. Contact your program coordinator if you require assistance.

View all Abstracts Submitted to other Conferences

The MySPIE system allows Symposium Chairs and Conference Chairs to view all of the abstracts within a Conference. The ability to comment on individual abstracts is also included with this view. Comments are only available to the Chair(s) of the particular conference.

1. Go to <http://myspie.org> and sign in.
2. On your To Do List, click "View Symposium" to go to the "Symposium Events (list of conferences)" page.
3. Click one of the magnifying glasses to go to the "Conference Submissions" page.
4. Once there, click one of the magnifying glasses to view a submission.
5. At the top of the screen you will see arrows with a range of numbers, for example, "1 of 10". To move to the next submission, click the single arrow.
6. To make a comment, scroll to the box at the bottom of each abstract. Do not type over existing comments. When you have added your comments, click the "Update" button.
7. To choose a different conference, click the [Return to Conference Submission](#) link at the top of the page.
8. At the top of the screen the arrows (for example, 1 of 10) will allow you to scroll to the next conference.

Note: Some people may have problems downloading the submission page due to limitations of their browser. Please let me know if you face this problem and I can send you a report that includes all of the abstracts.

Running Review Reports from MySPIE

The following reports may be helpful as you prepare your conference program. From the Presentations tab, click either:

1. The Word icon for reports with or without reviewer comments. These reports provide an easy access to all review scores and reviewer comments by submission.

Note: The rating is an average of the reviewer scores and only reviewers who submitted comments will be listed in the report.

Note: The Reviewer Results (without comments) report contains the Topics that authors selected during the submission process if this option was enabled.

2. The Excel icon produces a spreadsheet listing all submissions by tracking number. You may find this report helpful to order papers in sessions and determine the type of presentation based on the author's request.

The following reports may be helpful as you review the manuscripts submitted for publication. From the Manuscripts tab, click either:

1. Two reviewer reports with and without comments show the results of the chair and committee reviews in report format.
2. The Missing Manuscripts report shows which manuscripts have not been submitted and the current status of each submission.
3. The Excel spreadsheet provides a summary of all manuscript submissions and status of reviews.

Note: I encourage you to familiarize yourself with these reports as they can provide valuable information.

If you have questions about the review process, or if you need information about your MySPIE account, please contact your Technical Programs Coordinator to assist you.

Manuscript Review Overview

SPIE conference chair responsibilities include evaluating and accepting:

- Abstracts for presentation at the call for papers stage, and
- Manuscripts for publication in the conference proceedings.

Focus of Abstract Review

The primary focus of abstract review should be on **quality and relevance of the topic**. If these two elements are acceptable, it is more likely that the subsequent written manuscript will also have the same quality and relevance. A more specific list of evaluation criteria appears below.

The word “review” has several connotations because the process is performed in a variety of ways.

1. Conference chairs are encouraged to fully review manuscripts before publication, similar to the way a journal paper is refereed.
2. Alternatively, chairs may choose to base their approval of manuscripts for publication on assessment of the initial abstract at the call for papers stage and the conference presentation.

Note: It is recommended that the chair engage technical committee members (program committee members, or review committee members) in helping with the tasks of evaluating abstract proposals and the resulting manuscripts on topics that fall into their particular expertise.

We recommend using the MySPIE review system for the following reasons:

1. Makes available to committees and staff a clear status report for each manuscript submitted, and
2. Staff can easily monitor progress or trouble-shoot and correspond with both the reviewers and the authors regarding any issues that may arise.

Note: Regardless of the evaluation or review method, manuscript approval for post-meeting volumes needs to be completed within 10 days after the meeting, and may begin as soon as manuscripts are submitted — up to six weeks before the meeting.

Criteria for Manuscript Acceptance

Proceedings provide rapid reporting on ideas, techniques, and results of current research. Papers may be status reports of work in progress or descriptions of completed research.

The goal of proceedings manuscript acceptance or review, like that of abstracts, is to assess whether the manuscript:

- is technically sound
- contains new, original research content or scientific concepts
- is non-commercial in nature
- includes sufficient technical data and description to explain results and support conclusions.

In addition, manuscripts approved for publication must:

- include adequate and appropriate references
- be written clearly, with all text and figures readily understandable. (Allowance is made for authors for whom English is a second language, provided the paper is comprehensible.)

Many manuscripts are acceptable for publication in the proceedings as submitted.

Reviewers do not need to address formatting errors, as SPIE will assess these aspects.

Privileged information or ideas obtained through access to conference abstracts and manuscripts prior to presentation or publication for the purpose of conference organization or peer review must be kept confidential and must not be used for competitive gain.

Chair Manuscript Review Instructions

View and review all manuscripts submitted to your conference, assign Reviewers, and check your To Do List when you sign in at <http://myspie.org> Bookmark this site for easy access.

Add Technical Committee Members (Reviewers)

1. On your To Do List, click "Add or Edit Co-Chairs, Committee Members, Reviewers" for your conference. Your Technical Committee includes Chairs, Cochairs, Program Committee Members, and Review Committee Members.
2. All Technical Committee Members will continue to be listed from the Advance Program stage. It is fine to add new manuscript Reviewers at this time. Make sure to click the check box next to the name to "Allow Review".
3. Review assignments will also be carried over from the Advance Program stage, but these can be changed or updated (see next section).

Note: As always, if you have questions, please contact your Staff Proceedings Editor to assist you.

Assign Manuscripts to Reviewers

1. Click on the "Manuscripts" tab.
2. In the drop down box, choose the name of a Reviewer.
3. Click the check boxes next to the manuscripts you would like the Reviewer to review.
4. Click the "Assign" button.
5. By clicking on the email icon, you may notify the Reviewer that they have been assigned as a Manuscript Reviewer.
6. To unassign presentations, click on the Reviewer name, uncheck the boxes by the presentations, and click the "assign" button again.

Note: When the Reviewer signs in to MySPIE and clicks their link to "Review Manuscripts", only the submissions you have assigned will appear on the reviewer's list.

Review Manuscripts (Chair assigns Reviewers and may also participate in the review process)

1. On the "Manuscript" tab, click the check box for the manuscript you would like to review.
2. Click on one of the magnifying glasses to go to the "Manuscript Review" tab (this tab shows information about the manuscript, including a link to the PDF version of the manuscript).
3. In the Review area, you (and your assigned Reviewers) will have the following options:
 - a. Rate the manuscript (1 to 5, no rating is blank). You may assign any criteria for this rating in your review process. Use of the rating field is optional.
 - b. Recommend "accept", "revise", or "reject" manuscript.
 - c. Make review comments.
 - d. Click the "Update" button at the bottom of the page.

Chair Review Decisions

Once the Reviewers have finished their reviews, each manuscript page will include a table that only the Chairs will see, listing each Reviewer's rating of the manuscript, their recommendation, and their review comments.

1. Chairs will mark the manuscript "accept", "revise", or "reject". If you select "revise", or "reject", you will be prompted to send an email to the author to request the necessary revisions.
2. At the top of the screen the arrows (for example, 1 of 10) will allow you to scroll to the next manuscript review.