

MySPIE Review System Information for Technical Committee

The MySPIE submission and review system allows you to quickly and easily view and review presentation abstracts and/or manuscripts submitted to the conference. It is a great way to track the progress of abstract submissions and determine who still needs to submit.

Note: Information obtained through access to conference abstracts and manuscripts for review is proprietary prior to presentation and publication. This information must be kept confidential and not used for competitive gain.

Please contact your Conference Chair for specific Presentation or Manuscript review instructions as well as review assignments.

Access and Review the Presentation Abstracts

1. Sign in to myspie.org and click "Review Presentations" for the conference.
2. Click on a magnifying glass to go to the "Presentation Review" tab, which includes full information about the presentation submission you wish to review.
3. In the Review area, you will have the following options:
 - a. Rate the abstract (1 to 5, no rating is blank). The chair will let you know if there are specific criteria for this rating.
 - b. Recommend "accept" or "reject" presentation.
 - c. Make review comments.
 - d. Click the "Update" button at the bottom of the page to log your review.**
4. At the top of the screen the arrows (for example, 1 of 10) will allow you to scroll to the next presentation to review.

Note: If you have questions about the presentation review process, please contact your SPIE Technical Programs Coordinator to assist you.

Access and Review the Manuscripts

Please read the Manuscript Review Guidelines included on the page with the list of manuscripts within MySPIE.

1. Sign in to myspie.org and click "Review Manuscripts" for the conference.
2. Click on the magnifying glass to go to the "Manuscript Review" page (this page shows information about the manuscript, including a link to the PDF version of the manuscript).
3. In the Review area, you will have the following options:
 - a. Rate the manuscript (1 to 5, no rating is blank). The chair will let you know if there are specific criteria for this rating.
 - b. Recommend "accept", "revise", or "reject" manuscript.
 - c. Make review comments.
 - d. Click the "Update" button at the bottom of the page to log your review.**
4. At the top of the screen the arrows (for example, 1 of 10) will allow you to scroll to the next manuscript to review.

Note: If you have questions about the review process, please contact your SPIE Staff Proceedings Editor to assist you.