



**AACRAO 2018 Annual Meeting
Orlando
March 25-28, 2018**

**Session Review Instructions – PAC Chair
AACRAO Sessions Database**

Welcome to AACRAO's Sessions Database.

To begin, log into the AACRAO Sessions Database through any Internet browser at sessions.aacrao.org.

Use your AACRAO User ID and Password to login to the database. The system will automatically capture your name and associate it with any session proposals you enter or are assigned to review.

After confirming your contact information, you will automatically be directed to the Submissions Home Page. From the Submissions Home Page, you will have two options: My Session Proposals (enter, view, edit, save and submit a session) or My Session Reviews (review and rank assigned sessions).

To review your committee proposals, click on **"My Session Reviews."** To review the sessions, you must choose the appropriate meeting. From the dropdown box, select "Annual Meeting 2018." Once the appropriate meeting has been selected, your sessions to review will be listed. As a PAC Chair, you will review each session twice, once as a PAC member and then finally as the PAC Chair. On your list of reviews, each session will be listed twice. Your first step will be to review each session as a PAC member.

To begin the review process there are two options. Option #1 - click on the session title under the review column. This will take you directly to the review form. Option #2 – click on the pages icon under the open column. This will open the review form and submission form side-by-side. The review form with the following questions is your review form as a PAC member. You may need to check both sessions to identify the form for PAC members.

Completing the review form as a PAC member – answer the following:

- 1) **Innovation – How innovative is the session being proposed?**
Rank on a scale of 1 to 5 with 5 being "very innovative."
- 2) **Relevance – How relevant is the topic?**
Rank on a scale of 1 to 5 with 5 being "highly relevant."
- 3) **Learning Outcomes – How measurable or achievable are the learning outcomes?**
Rank on a scale of 1 to 5 with 5 being "measurable and achievable."
- 4) **Competencies – Are the competencies relative to the topic and field?**
Rank on a scale of 1 to 5 with 5 being "very relative."
- 5) **Session Development – How developed is the session being proposed?**
Rank on a scale of 1 to 5 with 5 being "very developed."

- 6) **Interest – How likely is this proposal to be of interest to a broader variety of the attendees?**
Rank on a scale of 1 to 5 with 5 being “great interest.”
- 7) **Committee Mission – Does this session meet the committee description and mission?**
Choose “yes” or “no.”
- 8) **If “No” to question 7, please indicate which committee you feel is a better fit.**
- 9) **Session Rank**
Please rank the session based on your evaluation of the prior questions. Rank from 1 to 15 using each number only once. Your ranking should be a reflection of how the session compares against the other sessions from your committee. A ranking of 1 indicates that you feel this is the best session proposal from your committee.
- 10) **Comments or Suggestions for Presenter Box**
If you have specific comments regarding the presenter, please share them here. This information is NOT passed on to the presenter and is internal only.
- 11) **Additional Comments Box**
Any additional comments can be included here. These comments will only be seen by the PAC chair and Program Committee.
- 12) **Recommendations**
Please indicate if you “Recommend” or “Not Recommend” the session.

Once you complete the review form, you may either “Save Current Responses” or “Submit as Complete.” Saving current responses will allow you to complete the form at a later time. Submitting as complete will indicate to the Program Committee and your PAC chair that the review is complete. If you save the review, you need to be sure to submit the review prior to the deadline.

The deadline for PAC members to review their sessions is May 25, 2017. Immediately following May 25, 2017, you will complete your review as PAC chair. The deadline for PAC chairs to submit the final ranking for all their sessions is June 2, 2017. On your list of reviews, you should be able to identify quickly the reviews you have already completed. In the “Done” column, there will be a checkmark listed for those sessions that have a completed review. The reviews remaining are your reviews to complete as the PAC chair. The reviews completed by your PAC members should be considered as you make final recommendations to the Program Committee.

Completing the review form as a PAC chair – answer the following:

- 13) **Session Rank**
Please rank the session as compared to the other sessions in your committee. Ranking should be order numbered from 1-25 using each number only one time. A ranking of 1 indicates that you feel this is the best session proposal from your committee. Your session rank will be the most used attribute by the Program Committee as they build the program.
- 14) **Fit with Committee Mission – Considering the mission of your committee, does this session contain the breadth necessary to appeal to a wide audience?**
Choose “yes” or “no.”
- 15) **Comments or Suggestions for Presenter Box**
If you have specific comments regarding the presenter, please share them here. This information is NOT passed on to the presenter and is internal only.

16) Additional Comments Box

Any additional comments can be included here. These comments will only be seen by the PAC chair and Program Committee.

17) Recommendations

Please indicate if you “Recommend” or “Not Recommend” the session.

Once you complete the review form, you may either “Save Current Responses” or “Submit as Complete.” Saving current responses will allow you to complete the form at a later time. Submitting as complete will indicate to the Program Committee that the review is complete. If you save the review, you need to be sure to submit the review prior to the deadline.

Your review/ranking as the PAC chair will be important to the Program Committee as they begin to slot sessions and build the program as a whole. As you are the experts in your areas, your opinions regarding the interest of your sessions to the AACRAO membership are invaluable. The deadline for reviewing/ranking your sessions as the PAC chair is June 2, 2017.