



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

**Session Review Instructions – PAC Member
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. Your deadline for completing your reviews is May 25, 2017.

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.

Completing the review form – 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. Your deadline for completing your reviews is May 25, 2017. Your opinions are invaluable to your PAC chair as he/she provides final recommendations to the Program Committee.