

SCIENCE FOR A SMARTER WORKPLACE

# Reviewer Site Walkthrough 2026 SIOP Annual Conference

### Summary of Steps to Review

- Sign into the SIOP User Portal (https://www.abstractsonline.com/dashboard/login.asp?aid=2559).
- 2. Navigate to the list of proposals assigned to you for review.
- 3. Review the summary information for a proposal.
- 4. Read the proposal and prepare reviewer comments.
- 5. Provide your ratings and comments and "click to save data."
- 6. Repeat for all remaining sessions to review.





Note that link sends you to an abstractsonline.com url

Use the same username and password you used to sign up to be a reviewer or to submit a proposal for the 2026 SIOP Annual Conference. Note the username and password is not necessarily the same as your siop.org account.

#### Welcome to the SIOP User Portal

NEW ORLEANS • April 29-May 2, 2026

Please read the below information before logging in:

#### Login Information

Due to SIOP's new technology, proposal submissions and reviewer sign ups are not connected to your SIOP account this year. Please follow the appropriate step below to start your submission process.

#### Please follow the appropriate step below to access/create your account:

- If you have a SIOP account, utilize the Forgot your password? link.
- If you do not have a SIOP account, please go to siop.org and create one first, then come back here and choose Create New Account link
- If you are a returning user, please enter your username and password below
- If you have a SIOP account and the Forgot your password? option does not work for you, please use Create New Account.

Thank you for your patience and understanding during our technology transition.

If you have question or issues with logging in, please email **siop@support.ctimeetingtech.com** or call 1-217-398-1792.

#### Recommended Browsers

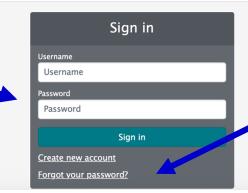
The following browsers and their latest releases are recommended for use:

Google Chrome

Microsoft Edge

Safari

Mozilla Firefox



Select "forgot your password?" if you cannot remember your login information.

## 2) SIOP User Portal Landing Page



NEW ORLEANS • April 29-May 2, 2026

After signing in, click on the Menu icon (a matrix of 9 squares) and select "2026 Annual Conference"





#### Welcome to the SIOP Reviewer Sign Up Page

Reviewer sign-up deadline: October 8, 2025 at 5 pm ET

The SIOP Annual Conference is only possible because of the generosity of our reviewers. If you have submitted a proposal for the 2026 SIOP Annual Conference, you do not need to complete this form again as you are already signed up to be a reviewer.

To sign up to be a reviewer, click the + New button below.

#### **Reviewer Criteria**

#### Who is eligible to review?

- · All current SIOP Fellows, Members, Associates, and Retired members are eligible to serve as reviewers. (Affiliates and Non-members are not eligible to
- · SIOP Students who have presented at a previous SIOP Annual Conference.

#### Why should I serve as a reviewer?

· You will play a key role in helping us to fill the conference program with valuable, compelling content. Peer review is a critical part of the scientific process and helps to ensure that the content accepted to the conference represents high-quality work in both science and practice.

#### What is expected of me as a reviewer?

- In October, you will be assigned 3-5 submissions and will have at least 3 weeks to complete your reviews. We make every attempt to assign you submissions that fall within the content area(s) you select in the sign-up process, and we also aim to evenly distribute session types across reviewers.
- Reviewers typically spend 20-45 minutes on each submission, so we ask that you plan for approximately two hours to complete your reviews. Some will need less time: some will need more.
- · You will be asked to provide both number ratings and written comments on the submissions through the online submission review form.

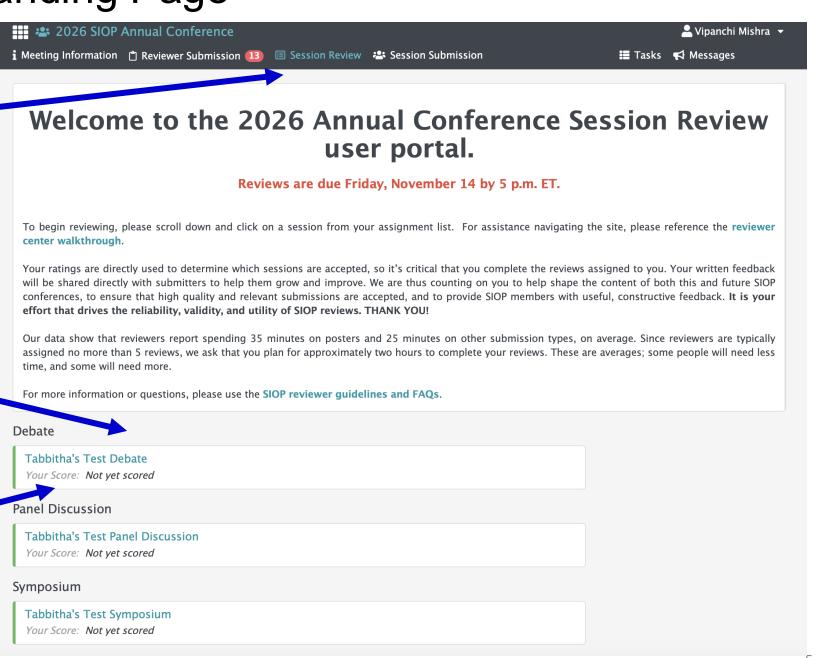
For technical support please contact cOasis support available Monday to Friday from 8am - 5pm CT. Should you need technical assistance, please email CTI Technical Support.

## 2) SIOP User Portal Landing Page

Click on the "Session Review"
button under the 2026 Annual
Conference heading. (The
number in the red circle indicates
the number of proposals
assigned to you for review.)

There is a list of the proposals assigned to you, organized by session type.

Click on an unreviewed session (labeled "Not yet scored")

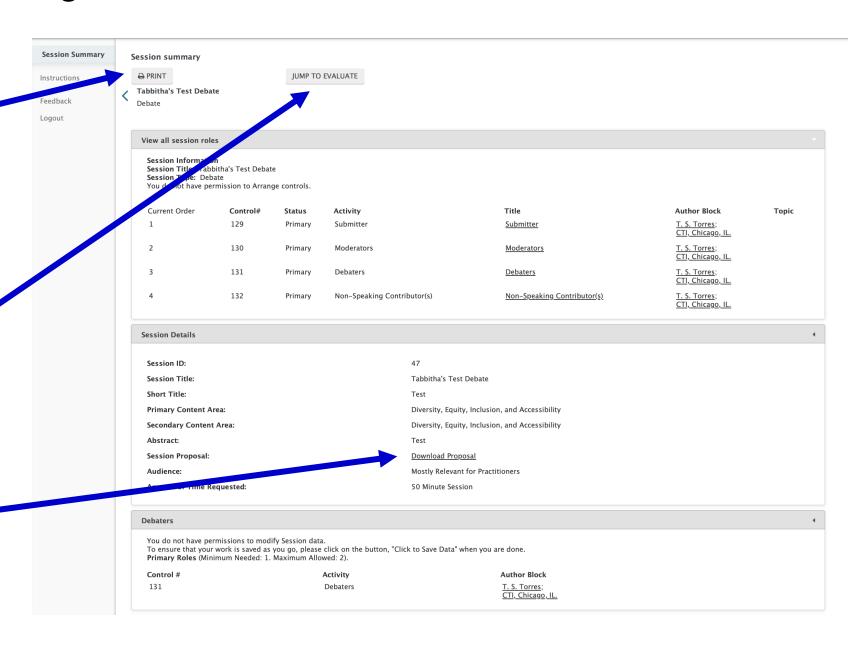


#### 3) Session Summary Page – Non-Poster Version

This page provides summary information on the proposal, including title, abstract, and content area. You should review this information.

If you are ready to provide your ratings, you can click this button to jump to the bottom of the page.

A link to view and download the session proposal document should appear here



#### 3) Session Summary Page – Non-Poster Version

For non-posters, the authors and their roles are listed here. Note that the available roles vary by session type.

Chair

You do not have permissions to modify Session data.

To ensure that your work is saved as you go, please click on the button, "Click to Save Data" when you are done.

Primary Roles (Minimum Needed: 1. Maximum Allowed: 2).

Control # Activity Author Block

Chair <u>T. S. Torres;</u> CTI, Chicago, IL.

#### Non-Speaking Contributor(s)

138

Submitter

You do not have permissions to modify Session data.

To ensure that your work is saved as you go, please click on the button, "Click to Save Data" when you are done.

Primary Roles (Minimum Needed: 0. Maximum Allowed: 50).

Control # Activity Author Block

140 Non-Speaking Contributor(s) T. S. Torres; CTI, Chicago, IL.

Panelists

You do not have permissions to modify Session data.

To ensure that your work is saved as you go, please click on the button, "Click to Save Data" when you are done.

Primary Roles (Minimum Needed: 1. Maximum Allowed: 50).

Control # Activity Author Block
139 Panelists T. S. Torres:

Panelists <u>T. S. Torres;</u> CTI, Chicago, IL.

You do not have permissions to modify Session data.

To ensure that your work is saved as you go, please click on the button, "Click to Save Data" when you are done.

Primary Roles (Minimum Needed: 1. Maximum Allowed: 1).

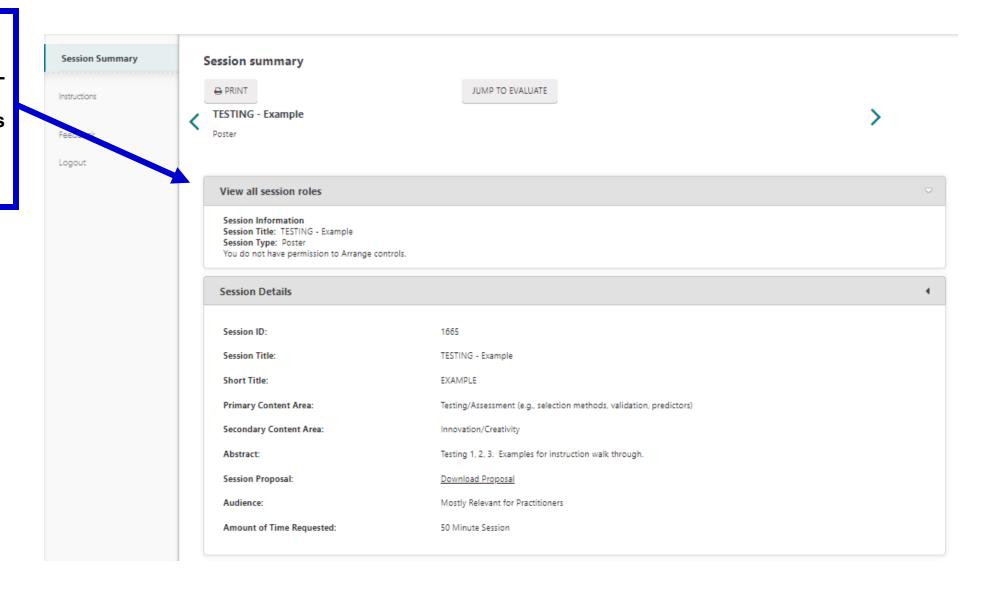
Control # Activity Author Block

137 Submitter T. S. Torres:

Submitter T. S. Torres; CTI, Chicago, IL.

## 3) Session Summary Page -Poster Version

The proposal page for posters is similar to the non-poster version. The main difference is that the authors are not listed in order to maintain a blind review.

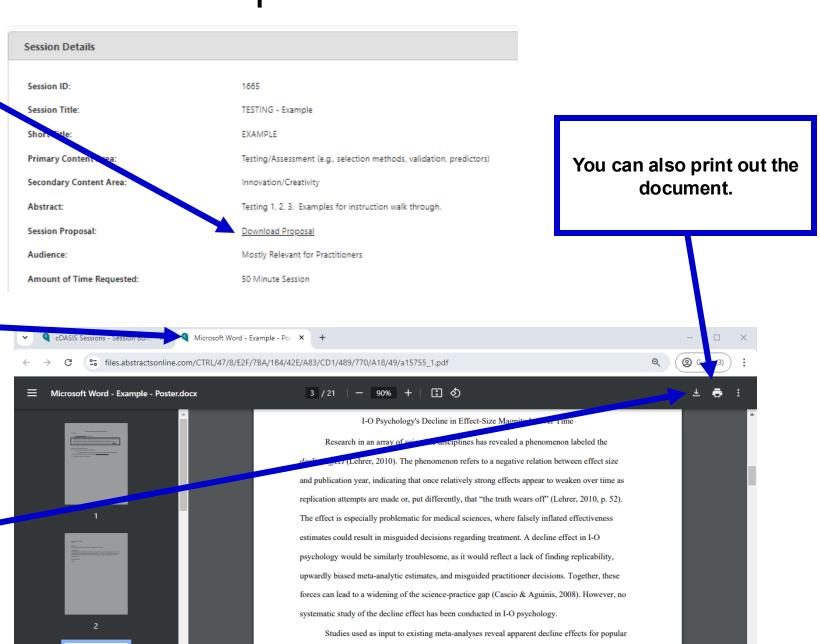


## 4) Read Proposal and Prepare Reviewer Comments

Click on the "Download Proposal" link

After clicking on the link, a new tab with the proposal document will open.

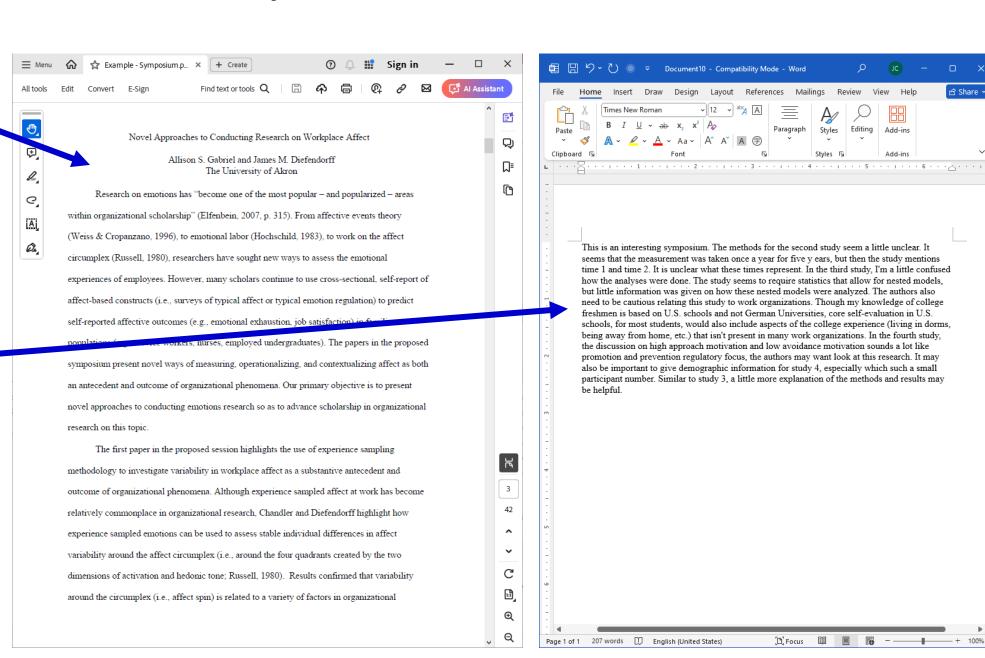
You can download the document for offline viewing.



## 4) Read Proposal and Prepare Reviewer Comments

Next, read the text of the proposal.

Then prepare your anonymous reviewer comments. These comments will be provided verbatim to the submitter. You can prepare these in Microsoft Word or another editor.



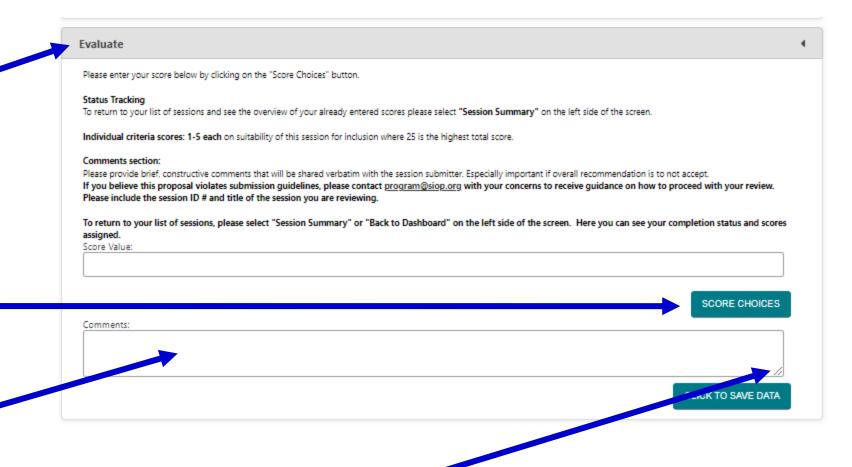
## 5) Provide Ratings and Comments

Go to the "Evaluate" section at bottom of the Session Summary page for the proposal you are reviewing. You can use the "Jump to Evaluate" button.

JUMP TO EVALUATE

Click on the "Score Choices" button to provide your ratings (see next screen).

Copy and paste your reviewer comments here.



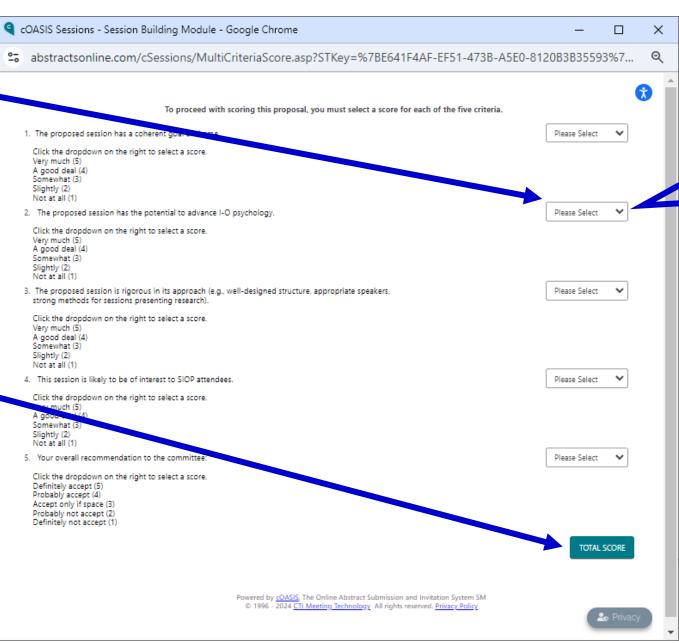
Click and drag this corner to make the box bigger (if needed).

Powered by coachine Online Abstract Submission and Invitation System SM

# 5) Provide Ratings and Comments

Use the dropdown box to provide a rating for each of the five scales.

Double check that you have provided a rating for each scale. Then click the "Total Score" button.





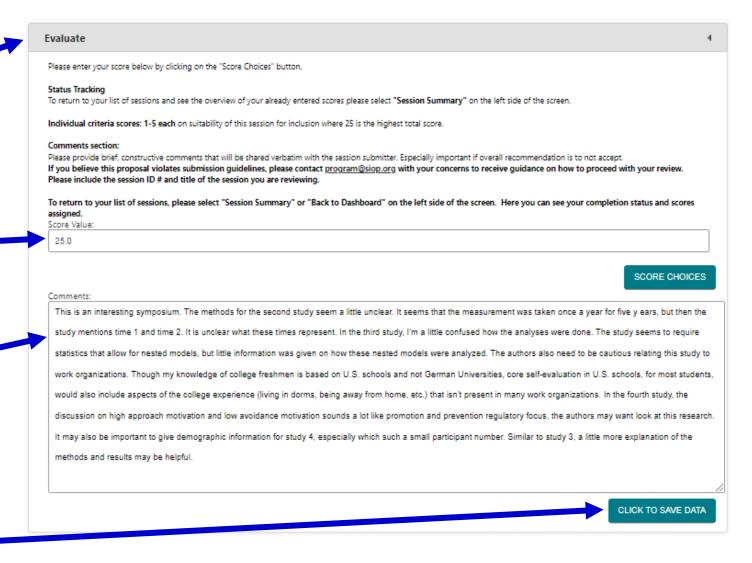
## 5) Provide Ratings and Comments

After clicking "Total Score" on the previous page, you will be brought back to the session information page.

The sum of your numerical ratings for the proposal will appear here.

Your comments to the submitter should appear here.

After confirming that everything is accurate, press the "Click to Save Data" button. This will save your review. You do not need to click "submit" anywhere in the portal. Your review will automatically be provided to the SIOP Program Chair when the reviewing deadline passes.

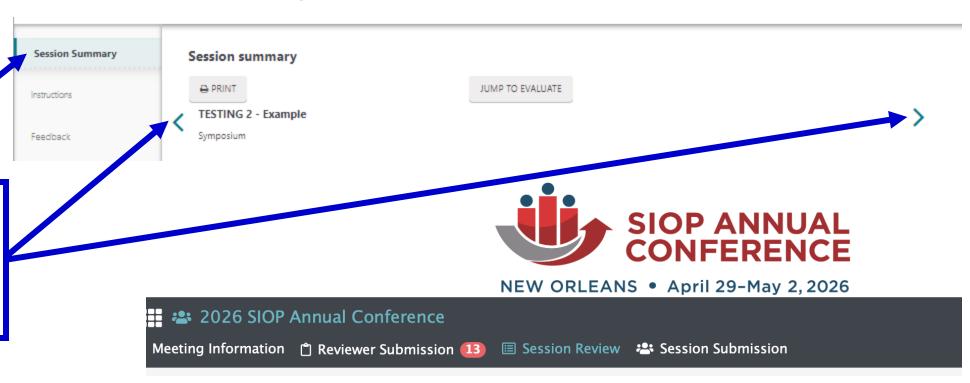


## 6) Complete Your Remaining Reviews.

Go to your next remaining proposal to review by clicking on "Session Summary" to view a list of your assigned reviews...

...or you can either use the left and right arrows to cycle through your assigned proposals....

...or you can return to the SIOP User Portal Landing Page (by logging back in or using the back button).



Poster

Test: For Final Config Doc
Your Score: 10

TESTING - Example
Your Score: Not yet scored

Symposium

Test: For Final Config Doc
Your Score: 17

TESTING 2 - Example
Your Score: Not yet scored

Thank you very much for participating in the review process.

Your saved reviews will be provided automatically to the 2026 SIOP Program Chair.