

# Abstract Review Instructions for Session Organizers

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The banner features the CSA-SCS logo on the left, which is a 2x2 grid of colored squares (blue, yellow, orange, grey) with the text 'CSA SCS' and 'Canadian Sociological Association / Société canadienne de sociologie'. The central text reads 'Challenging Hate: Sustaining shared futures' and '2024 Conference / Conférence' in a white rounded rectangle, followed by 'Défier la haine : Assurer nos avenir communs'. On the right is a graphic of colorful, radiating lines.

# Accessing the System

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Log in to the abstract submission system at

<https://events.decorporate.ca/CSACongress2024/abstract/>

Login details will be sent to all organizers the week of December 4.

All session organizers have been designated as ‘Reviewers’ in their respective sessions. One or two of these organizers will be assigned to the role of ‘Chair’ as well.

Contact us at [office@csa-scs.ca](mailto:office@csa-scs.ca) if you have not received your login username and password, if changes are required for those assigned to the role of chair or reviewer, or if you experience any difficulty with the abstract review system and process.

# Logistics - Scheduling

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*Based on the EDT time zone*

- Virtual sessions - Monday, June 3 to Friday, June 7, 2024
  - 11:00am – 12:30pm
  - 1:00pm – 2:30pm
  - 3:00pm – 4:30pm
- In-person sessions at McGill University - Monday, June 17 to Friday, June 21, 2024
  - 9:00am – 10:30am
  - 11:00am – 12:30pm
  - 1:30pm – 3:00pm
  - 3:30pm - 5:00pm

Research Cluster meetings and special events will be scheduled after 5:00pm

# Logistics – Session Formats

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## **Paper Presentation sessions**

- Can accommodate between 3 and 5 presentations
- Speakers will be allotted between 12 and 20 minutes depending on the number of presentations in the session
- Presentations must proceed in the order listed in the program
- A discussant may only be included in sessions with 3 or 4 presentations due to time constraints

## **Panel Sessions**

- May include up to 5 panelists and a moderator for a group discussion

## **Roundtable Sessions**

- May include up to 7 participants discussing research proposals, work in progress, or literature reviews
- Multiple roundtable sessions will be held in one large room

# Session Capacities and Organization Guidelines

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The CSA will be contacting you on January 31 to advise on the final status of your session and will work with you to reorganize if required based on the following guidelines.

- Sessions with less than 3 submitted/accepted abstracts will be cancelled or merged
  - This policy also applies if a presenter withdraws or fails to comply with the Conference registration requirements by April 15
- Sessions with 3 or 4 accepted abstracts may be asked to consider similarly themed abstracts from cancelled or merged sessions to create a full session of 5 presentations
- Sessions with 7 or more accepted abstracts will be considered for one or more additional sub-sessions pending space and time availability in the program (to be confirmed by the CSA office on January 31)
  - Sub-session details must be sent to the CSA office by February 19
    - ✦ Sub-session titles and description
    - ✦ Presentations to be assigned to each sub-session and order of presentations

If your session has been designated as open to in-person presentations OR virtual presentations, you may skip to slide 8.

# Sessions Open to In-person AND Virtual Presentations

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If your session was open to ‘Either in-person and virtual presentations’, then additional planning is required.

On January 31, the CSA office will send recommendations to organize your session(s) for the in-person and/or virtual Conference sections based on the participation preferences of the submissions you received.

In-person and virtual sessions must have between 3 and 5 accepted abstracts.

The CSA will work with organizers to reassign abstracts within the research cluster or theme to balance the sessions.

Refer to the next slide for possible scenarios after the call for abstracts has closed.

# Scenarios for In-person and Virtual Sub-sessions

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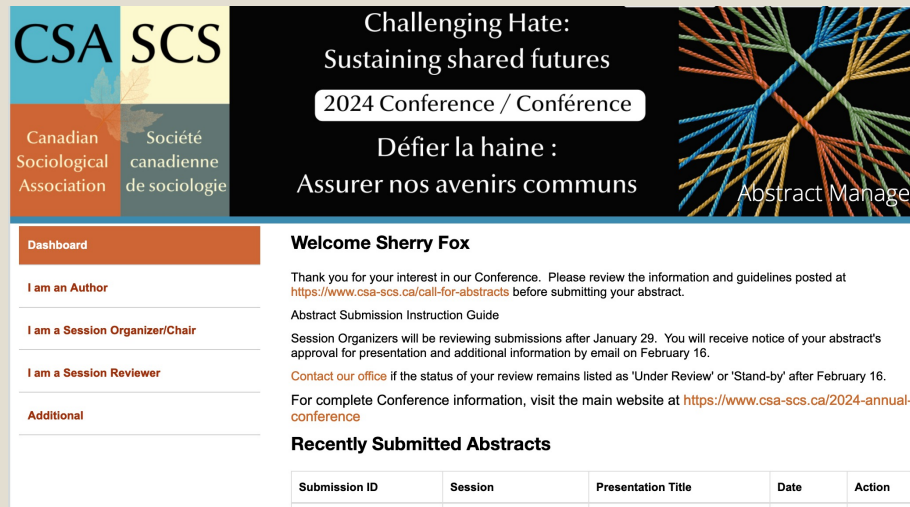
1. Between 3 and 5 accepted abstracts indicating in-person presentation or flexibility in presenting in-person
  - The session will be held in-person at McGill University between June 17 - 21
2. Between 3 and 5 accepted abstracts indicating virtual presentation or flexibility in presenting virtually
  - The session will be held virtually between June 3 and 7
3. Between 3 and 7 accepted abstracts split between in-person presentations and virtual presentations
  - The CSA will work with you and other organizers in the research cluster or similarly themed sessions to coordinate abstracts so an in-person and/or virtual session can be formed
4. Over 7 accepted abstracts split between in-person presentations and virtual presentations
  - The number of in-person or virtual sub-sessions that can be accommodated will be sent to you on January 31

# Session Organizer Dashboard

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Once logged in, you will reach the Welcome Page / Dashboard.

- You have been given a profile as an 'Author' and 'Reviewer'
  - If you also see a profile 'Chair', please refer to slide 12
- Utilize the Author profile to submit abstracts to your session or another session by January 29, 2024
  - If you submit an abstract, it will appear on your dashboard



**CSA SCS**  
Canadian Sociological Association / Société canadienne de sociologie

**Challenging Hate: Sustaining shared futures**  
2024 Conference / Conférence  
**Défier la haine : Assurer nos avenir communs**

**Abstract Manager**

**Dashboard**

**I am an Author**

**I am a Session Organizer/Chair**

**I am a Session Reviewer**

**Additional**

**Welcome Sherry Fox**

Thank you for your interest in our Conference. Please review the information and guidelines posted at <https://www.csa-scs.ca/call-for-abstracts> before submitting your abstract.

Abstract Submission Instruction Guide

Session Organizers will be reviewing submissions after January 29. You will receive notice of your abstract's approval for presentation and additional information by email on February 16.

Contact our office if the status of your review remains listed as 'Under Review' or 'Stand-by' after February 16.

For complete Conference information, visit the main website at <https://www.csa-scs.ca/2024-annual-conference>

**Recently Submitted Abstracts**

Submission ID	Session	Presentation Title	Date	Action
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# Reviewers

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Reviewers may view the abstracts but are not required to enter decisions on the system.

After discussing the abstracts among the co-organizers (if applicable), the session organizer designated as Chair will enter the decision to approve, decline, on place on stand-by.

The Chair will also be able to leave comments for the author.

To see submissions to your session, click **‘I am a Session Reviewer’** then **‘Review Abstracts’**

Sessions and submissions will be displayed

The screenshot shows a web interface for reviewing abstracts. On the left is a navigation menu with options: Dashboard, I am an Author, I am a Session Organizer/Chair, I am a Session Reviewer, Review Abstracts (highlighted), Completed Reviews, and Additional. The main content area is titled 'Review Abstract' and includes instructions for reviewers, a section for 'Paper Presentation and Roundtable Sessions', and a section for 'Panels and Workshops'. A toggle switch for 'Show Completed Reviews' is turned on. Below this is a table titled 'Test Session 1' with columns for Submission ID, Presentation Title, Date, and Action.

Submission ID	Presentation Title	Date	Action
99294	Test Title 1	2023-11-07	

# Submissions – Reviewer Access

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## Test Session 1

Submission ID	Presentation Title	Date	Action
99294	Test Title 1	2023-11-07	
99306	Test		

**Total Submissions: 2**

[Download Multiple Submissions](#)

[View Abstract Submission Summary](#)  
[Download](#)

← Click the icon under ‘**Action**’ beside the submission to view or download a specific abstract

→ Select ‘**Download Multiple Submissions**’ for a pdf copy of all submissions in the session

Reviews should be completed immediately following the January 29 abstract submission deadline to allow time for consultation with other co-organizers (if applicable) and to enable the chair to enter the final grade by the February 15 deadline.

# Abstract Submission Display

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This is a sample of the abstract information you will be able to view. Take note of the new questions for this year;

- Presentation format
- Presentation elements
- Full paper presentation

Submission ID 99306

<b>Session</b>	Test Session 1	
<b>Author</b>	<b>Type</b>	Principal author
	<b>First Name</b>	Andrea
	<b>Last Name</b>	Pinsent-Martineau
	<b>Email</b>	andrea@desystems.com
	<b>Affiliation</b>	D.E. Systems
	<b>Country</b>	Canada
	<b>Professional Status</b>	Retired
<b>Presenter Confirmation</b>		
<b>Presentation Title</b>	Test	
<b>Abstract</b>	testing	
<b>Presentation Language</b>	English	
<b>Presentation Format</b>	I will be able to present in-person at McGill University (June 17-21)	
<b>Research Status</b>	Research proposal	
<b>Presentation Elements</b>	Quantitative data	
<b>Full Paper Submission</b>	Yes	
<b>Supporting Agencies</b>		
<b>Comments for Session Organizer</b>		

# Chairs

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To see submissions to your session, click **'I am a Session Chair'** then **'Chair Dashboard'**

Click **'Action'** to access submissions in a specific session

The screenshot shows the 'Chair Dashboard' interface. At the top, there is a header 'Chair Dashboard' and a sub-header 'I am a Session Reviewer'. Below this, there is a section titled 'Additional'. The main content area displays information for two sessions. The first session is 'Séance de test', which has a table with columns: Submissions Received (1), Grading Completed (0), Grading Pending (1), Accepted (0), Declined (0), and Stand-by (0). Below the table is an 'Action' button. The second session is 'Test Session 1', which has a table with columns: Submissions Received (2), Grading Completed (0), Grading Pending (2), Accepted (0), Declined (0), and Stand-by (0). Below the table are 'Action' and 'Download Multiple Submissions' buttons. Orange dashed arrows point from the text on the left to these elements: one to the 'Chair Dashboard' header, one to the 'Action' button for 'Séance de test', and one to the 'Download Multiple Submissions' button.

Chair Dashboard

I am a Session Reviewer

Additional

Session organizers are responsible for judging whether the proposed presentations should be included in the Conference program. The presenters should represent a range of social locations and centre the expertise of racialized, queer, disabled, and Indigenous scholars. Abstract proposals from all scholars regardless of employment status and education level will be given equitable consideration for inclusion in the final program.

**Panels and Workshops:**

Some session organizers have invited expressions of interest for participation on their panels or workshops. These are not subject to the above review process and organizers are advised to make contact directly regarding their participation.

Séance de test

Submissions Received	Grading Completed	Grading Pending	Accepted	Declined	Stand-by
1	0	1	0	0	0

Action ▾

Test Session 1

Submissions Received	Grading Completed	Grading Pending	Accepted	Declined	Stand-by
2	0	2	0	0	0

Action ▾

Download Multiple Submissions

Download all submissions (if you are chairing multiple sessions) into a pdf document

# Submissions – Chair Access

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Click **'Action'** under the session's submissions

Submissions Received	Grading Completed	Grading Pending	Accepted	Declined	Stand-by
1	0	1	0	0	0

Action ▾

Test Session 1

Submissions Received	Grading Completed	Grading Pending	Accepted	Declined	Stand-by
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- View Submissions
- Download Submission Report

Select **'View Submissions'** to access specific abstracts in pdf format

Select **'Download Submission Report'** for the author and abstract information for the session in Excel format (useful for compiling email addresses for communication)

# Chair Action Items

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 Action

## Séance de test(1)

Submission ID	Session	Presentation Title	Date	Grade Status	Reviewers	Action
99309	Séance de test	Test Title 2	2023-11-07	Under Review	0 / 0	

Total Submissions: 1

Grading Breakdown  
Preview Submission  
Download

Click the Action icon beside a specific abstract submission

Select **'Preview Submission'** first to review the abstract before proceeding to **'Grading Breakdown'**

# Abstract Submission Display

15

This is a sample of the abstract information you will be able to view. Take note of the new questions for this year;

- Presentation format
- Presentation elements
- Full paper presentation

Submission ID 99306

<b>Session</b>	Test Session 1	
<b>Author</b>	<b>Type</b>	Principal author
	<b>First Name</b>	Andrea
	<b>Last Name</b>	Pinsent-Martineau
	<b>Email</b>	andrea@desystems.com
	<b>Affiliation</b>	D.E. Systems
	<b>Country</b>	Canada
	<b>Professional Status</b>	Retired
<b>Presenter Confirmation</b>		
<b>Presentation Title</b>	Test	
<b>Abstract</b>	testing	
<b>Presentation Language</b>	English	
<b>Presentation Format</b>	I will be able to present in-person at McGill University (June 17-21)	
<b>Research Status</b>	Research proposal	
<b>Presentation Elements</b>	Quantitative data	
<b>Full Paper Submission</b>	Yes	
<b>Supporting Agencies</b>		
<b>Comments for Session Organizer</b>		

# Grading Breakdown Part I

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The screenshot shows a 'Grade Review' window for submission ID 70769. It features a table with columns for 'Id', 'Title', and 'Current Grade'. Below the table is a 'Chair Action' dropdown menu. A 'Final Comments' section with a 'Comment To Author' text area and a rich text editor is also visible. A red dashed arrow points from the 'Chair Action' button to the 'Under Review' option in the dropdown menu.

Id	Title	Current Grade
70769	Test title 3	Under Review

Select an overall decision for the submission.

This information will be visible to the author and Conference Administrator;

**Accept** = Approved for presentation

**Standby** = Approval pending a second session spot or further consideration

**Decline** = Not approved in the session. Use the comment box to indicate if you are recommending reassignment

**Under Review** = Pending final decision or revisions requested from the author

Click '**Chair Action**' for grading options

**Deadline to complete grading: February 15**



# Grading Breakdown Part II

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You have the option of entering comments to the author when notice of the submission review result is posted on February 16



You may also send messages to the CSA office but it would be best to contact us directly at [office@csa-scs.ca](mailto:office@csa-scs.ca)



### Final Comments

Comment To Author

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**B I S** | I<sub>x</sub> | **¶** **☰** **☷** | **»** | Styles - | Format - | ?

Great abstract!

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Comment To Admin

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**B I S** | I<sub>x</sub> | **¶** **☰** **☷** | **»** | Styles - | Format - | ?

# Next Steps

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**January 30 – February 2:** The CSA will contact organizers to coordinate sessions (in-person or virtual, sub-session allocation if applicable)

**February 15:** Final decisions should be entered into the system by the Chair

**February 16:** The system will send authors an automated message with notification on the status of their submission (approved or declined)

**February 19:** Sub-session information must be sent to the CSA if applicable

**February 17 – March 1:** The Conference Committee will be scheduling sessions

**March 6:** Preliminary program will be posted