



## Session Organizer Information

Applicable to sessions open to the Call for Abstracts

*The [Conference website information for session organizers](#) will be updated regularly. Check for revised versions of this document.*

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## Event Overview

Conference Website: <https://event.fourwaves.com/2026-csa-scs-annual-conference/pages>

Conference Assistance: Sherry Fox – [office@csa-scs.ca](mailto:office@csa-scs.ca)

Virtual sessions from June 2 through June 4, 2026 on our zoom platform.

In-person sessions will be held from June 10 through June 13, 2026 at Dalhousie University in Halifax, Nova Scotia.

[Information for Session Organizers is also available on the Conference website.](#)

## Abstract Submission Review Process and Instructions

Session organizers will be added to the Conference website as 'Reviewers' on January 12.

Abstract submissions must be manually assigned to reviewers by the CSA office, therefore they will be processed in batches on January 16 and 23. All submissions will be assigned by noon on January 27 following the call for abstracts deadline on January 26. *Session organizers will be sent an email from the Conference website notifying them when new submissions have been assigned.*

The CSA office will contact session organizers on January 27/28 to confirm the final status of their session and will work with them to reorganize if required based on the following guidelines.

- Sessions with less than 3 submitted abstracts will be cancelled or merged.
  - This policy also applies if submissions are declined as well as 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 submitted abstracts may 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 27/28).
  - Sub-sessions may be approved by the CSA Office as a;
    - Presentation Session held during the in-person conference
    - Presentation Session held during the virtual conference

Please refer to “Appendix A: Conference Website Navigation” for a step-by-step guide on using the Fourwaves conference website and reviewing submissions.

## Conference Participation Policies

Compliance Deadline: April 15, 2026

Session organizers must comply with the participation policies if they will be attending the virtual and/or in-person conference.

[Learn more about the Conference Participation Policies](#)

## Session Formats

**Reminder:** Approval of your session(s) in the final Conference Program is pending the results of the Call for Abstracts (if applicable). If a session receives 3 or fewer submissions, it may be cancelled or merged with another session.

Multiple concurrent sessions are scheduled in four 90-minute timeslots each day with breaks in between.

Participants in presentation and roundtable sessions will be given between 12-20 minutes for their presentations depending on the number of presentations in the session.

- 3 presentations - 20 minutes each
- 4 presentations - 15 minutes each
- 5 presentations - 12 minutes each

### Presentation Sessions

- Between 3 and 5 paper presentations on a particular subject
- Open to the Call for Abstracts or with pre-arranged presenters
- In-person session participants typically present orally with slides (using the audio-visual equipment set up in the room).
- Virtual session participants will be utilizing Zoom to share their screen and slides while presenting orally.
- Presentations may also take a more creative approach such as a film showing or performance art.

### Roundtable Sessions (In-person conference only)

- Up to 5 participants discussing topics in the field, research proposals, work in progress, or literature reviews
- Open to the Call for Abstracts, pre-arranged presenters, or all conference attendees
- Audio-visual equipment will not be available.
  - In-person participants will present orally and may include hand-outs.

### Panel Session

- Up to 5 pre-arranged panelists for a group discussion on a particular subject
- In-person speakers may utilize slides using the audio-visual equipment set up in the room
- Virtual session participants will be utilizing Zoom to share their screen and slides if applicable

### Workshop

- Pre-arranged facilitators
- Attendee participation may or may not require pre-registration ([contact us](#) to discuss)

### Keynote lecture

- Pre-arranged speaker

## Session Organizer Guidelines

- If a session proposal is approved, the proposer(s) become the 'session organizer(s)' who will be responsible for reviewing abstracts between January 27 through February 12, 2026, if the session is open to the Call for Abstracts or confirming the arranged participants in their session by February 12, 2026.
- An organizer may submit an abstract for the session they are organizing but it must be reviewed and approved by a member of the Conference Program Committee or the affiliated Research Cluster Chair by the February 12 deadline.
- The session organizer(s) also typically assumes the role of chair during the Conference or finds an alternate person for the role. Ideally, a session chair should not also be presenting in the same session. A co-chair for the session should be arranged in this situation.
- The organizer(s) and/or chair will communicate session information with the participants leading up to the Conference and have the option of requesting material in advance for further review (e.g. full papers or presentations).
- Session organizers may contact the CSA Office to request that a presenter be removed from the program if they fail to respond their requests for information or confirmation.

## Tasks and Timeline

The CSA Office will send information and reminders regularly to assist session organizers over the coming months. Below is a general timeline for overall planning.

*January- Applies to sessions open to the Call for Abstracts.*

- January 12 - Session organizers will be sent instructions on how to review submissions which includes setting up a 'Reviewer' profile on the new Conference website.
- January 16 and 23 – Reviewers will be notified of submissions to their sessions if applicable.
- January 26 - The call for abstract submissions closes.
- January 27 - Session organizers will be able to view all submissions through their 'Reviewer' profile on the Conference website. Note that submissions must be manually assigned to each reviewer by the CSA office.
- January 28 - For sessions or tracks with many submissions, the CSA will send organizers an Excel file with all submission details (track, session, author, title, abstract, presentation details, etc) before the end of the day to assist with sorting.
- January 28/29 - The CSA office will advise on the sessions' status; i) cancelled or merged with another due to a low number of submissions; ii) allocation of additional sub-sessions (in-person and/or virtual as applicable) due to a high number of submissions.

## February

### *Sessions open to the Call for Abstracts*

- February 12 - The deadline to review all submissions and mark them as accepted or declined. Comments may be included for the submitter and/or the CSA office.
- February 13 - The review results will be posted on the Conference website for the submitter to access. They will be advised to check the status by email.
- February 20 - Deadline for session details; i) Revised session title and/or description to reflect actual presentations rather than an invitation for submissions; ii) Sessions that have been allocated an additional sub-session must send the CSA office details on how the submissions will be distributed between them; iii) Order of presentations within the session(s) if the organizers have a preference.

### *Pre-arranged sessions*

- February 12 - The deadline for session organizers with pre-arranged speakers to send details to the CSA office (presenter/panelist information, presentation abstracts if applicable).

## March

- March 6 - Preliminary Conference program and schedule will be posted.
- March 31 - Deadline for session organizers to confirm session chair (themselves or an alternate person).
- March 31 - Early Conference registration fee deadline (fees increase as of April 1)

## April

- April 15 - Deadline for all presenters, panelists, chairs, and discussants to comply with the [Conference Participation Policies](#).

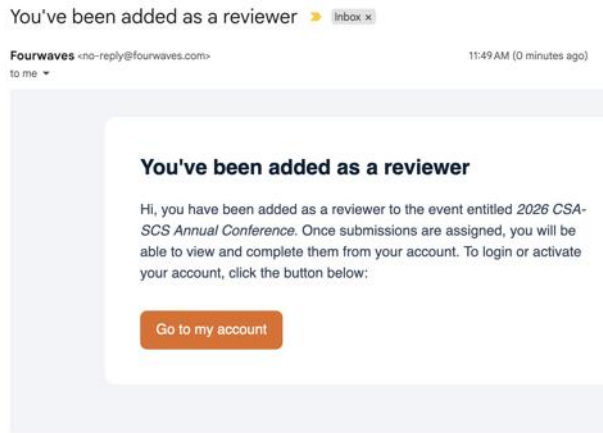
## May

- Final Conference program and schedule will be posted.
- May 8 - Session organizers and/or chair should contact presenters to advise on the length (12-20 minutes) of their presentation and whether a full paper or presentation will be requested in advance of the conference (suggested deadline is May 29 to receive this material).

## Appendix A: Conference Website Navigation

*Applicable to sessions open to the call for abstracts*

All session organizers will be added to the Fourwaves website as ‘Reviewers’ on January 12. An automated email will be sent with instructions to activate your profile on the Fourwaves website. **Please complete this by January 20.**



**\*\*If you have submitted an abstract using a different email or have not received your login details by January 13, please contact [office@csa-scs.ca](mailto:office@csa-scs.ca).\*\***

Once you have been assigned the submissions in your session to review, you will receive an automated notification from the Fourwaves website with the subject line “New reviews to complete - 2026 Annual Conference”



Abstract submissions must be manually assigned to reviewers by the CSA office; therefore they will be processed in batches on January 16 and 23.

All submissions will be assigned by noon on January 27 following the call for abstracts deadline on January 26.

Click the ‘Access my reviews’ button to log into the conference site or log in directly at <https://event.fourwaves.com/2026-csa-scs-annual-conference/pages>

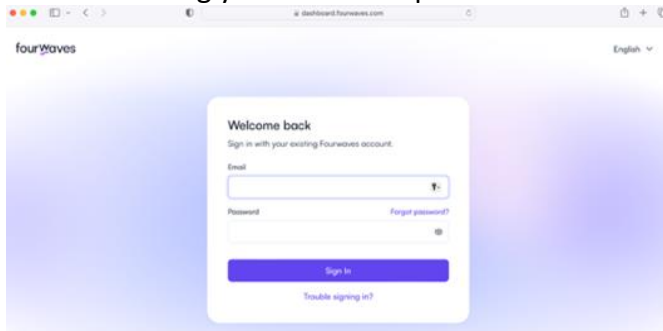
### Step 1: Accessing Submissions as a Reviewer

A. Log into the Conference website at <https://event.fourwaves.com/2026-csa-scs-annual-conference/pages>

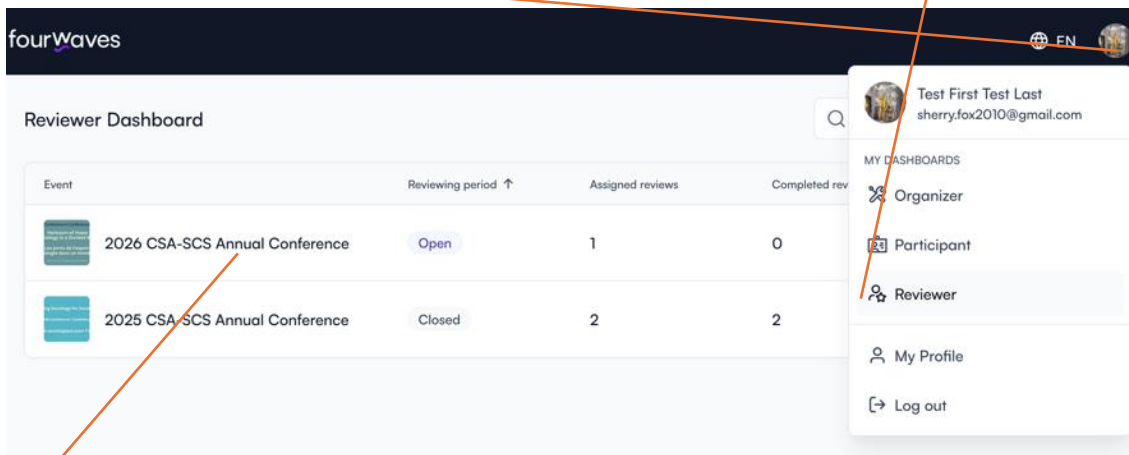
B. Click on the 'Log in' button in the upper right corner of the page



C. Enter the email address to which the reviewer notification was sent, and the password created when activating your Reviewer profile or select 'Forgot Password' to reset

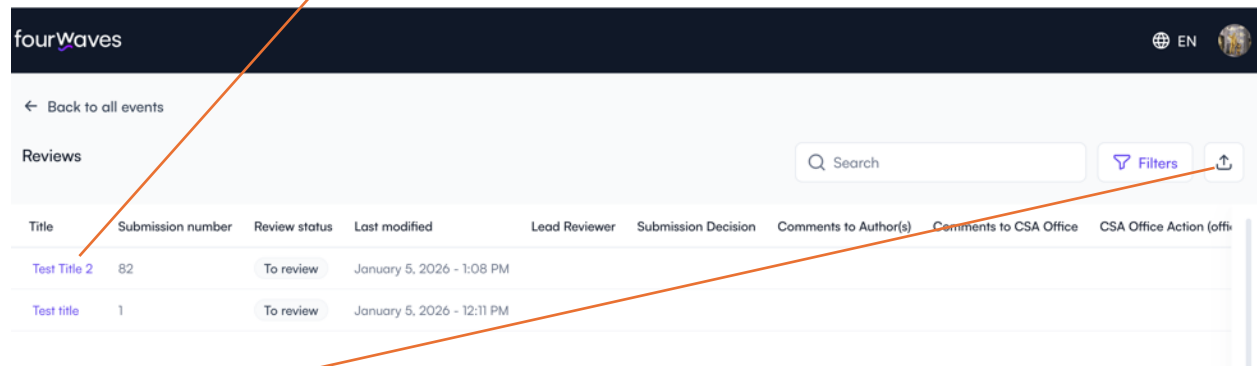


D. Click your profile icon to access your 'Dashboard' and select 'Reviewer' Profile.



Select this year's event.

E. See the list of submissions and their review status  
Click on the submission title to see details



Title	Submission number	Review status	Last modified	Lead Reviewer	Submission Decision	Comments to Author(s)	Comments to CSA Office	CSA Office Action (offi
<a href="#">Test Title 2</a>	82	To review	January 5, 2026 - 1:08 PM					
<a href="#">Test title</a>	1	To review	January 5, 2026 - 12:11 PM					

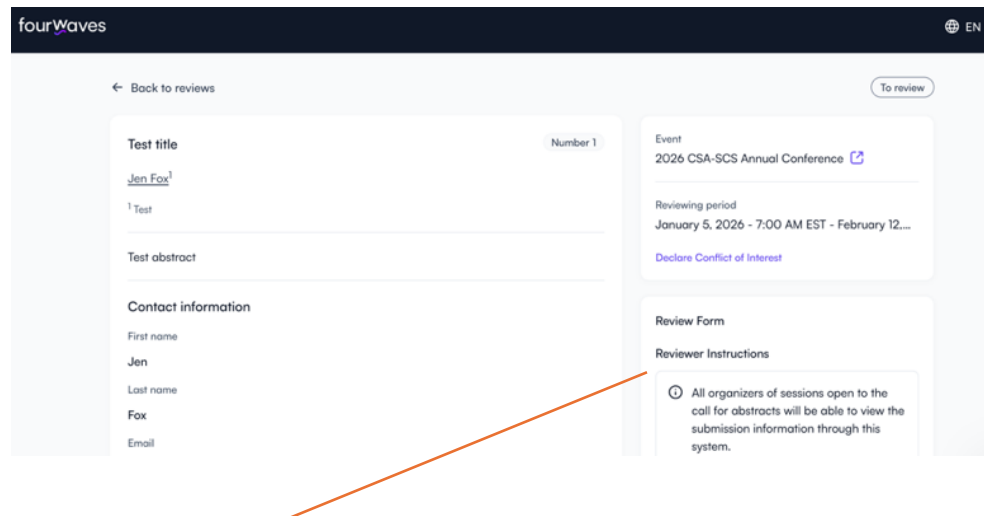
You are able to download the summary of submission review statuses but not the submission details.

**\*\*For sessions or tracks with many submissions, the CSA will send organizers an Excel file with all submission details (track, session, author, title, abstract, presentation details, etc) before the end of January 28\*\***

## Step 2: Reviewing Submissions

A. The submission details will be found in the left-side panel.

Authors whose names are underlined will be presenting.  
You do not have access to additional author information (e.g. bio).



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← Back to reviews

To review

Test title Number 1

Jen Fox<sup>1</sup>

<sup>1</sup> Test

Test abstract

Contact information

First name  
Jen

Last name  
Fox

Email

Event  
2026 CSA-SCS Annual Conference

Reviewing period  
January 5, 2026 - 7:00 AM EST - February 12...

[Declare Conflict of Interest](#)

Review Form

Reviewer Instructions

All organizers of sessions open to the call for abstracts will be able to view the submission information through this system.

B. You will find reviewer instructions in the right-hand panel

### Step 3: Making decisions

All session organizers designated as Reviewers must access the submissions and complete the review form before **February 12**.

For sessions with one organizer:

- They are automatically considered the Lead Reviewer

For sessions with multiple organizers:

- Please determine who will be designated as the 'Lead Reviewer'
  - This person will be responsible for entering the final decision on the submission as well as comments to the author and the CSA Office
- Other organizers must still access the conference site and each submission to confirm that they have reviewed it OR,
- Please advise the CSA office if you prefer that only the Lead Reviewer have access to the conference site. They would then be responsible to sharing submission information with the other reviewers and entering the final decision to approve or decline.

The sole or lead reviewer will see additional fields on the review form.

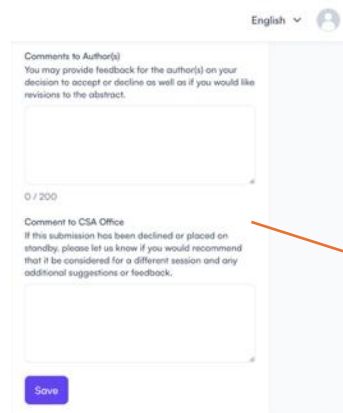
Sole or Lead Reviews will enter the final decision for the submission.

*Lead reviewers in sessions with multiple reviewers should consult with the other reviewers before entering the decision.*

- Accepted for a Presentation Session held virtually (June 2-4)
  - The submission is approved for presentation in the original virtual session or an approved virtual sub-session if applicable
- Accepted for a Presentation Session held in-person (June 10-13)
  - The submission is approved for presentation in the original in-person session or an approved in-person sub-session if applicable
- Accepted for a Roundtable Session held in-person (June 10-13)
  - The submission is approved for presentation in the original roundtable session or an approved in-person roundtable sub-session if applicable
- Revisions Requested
  - We recommend that you contact the submitter directly with further instructions and they may revise their abstract on the system.
  - Once you review the revised submission, you will need to go back into the system to Accept or Decline.

- Standby - recommending for a different session
  - The submission is good but cannot be accepted due to maximum capacity in your session or it would fit better in a different session
  - Use the comment box for the CSA Office to suggest an alternate session or theme and we will consult with the submitter and other session organizers
- Declined for this session
  - The submission is not approved for presentation in the original session or an approved sub-session if applicable
  - Submitters have the option to contact the CSA Office to have their submission considered for an omnibus session

#### Step 4: Providing Feedback



Comments or feedback for the author(s) are optional but appreciated by submitters. They must be included if you are requesting revisions and have not contacted the submitter directly.

Comments are required if the submission has been assigned as **Stand-by**. Please suggest an alternate session, theme, or presentation format so we can work with the submitter to reassign the submission. Comments to the CSA Office will not be seen by the submitter.

Click 'Save' to complete the review process.

For questions or assistance regarding the submission review and/or decision entry, please contact the CSA Office at [office@csa-scs.ca](mailto:office@csa-scs.ca)

**Decisions on the submission and comments to authors will be released to submitters on February 13 by the CSA Office.**