

# ABSTRACT REVIEW COORDINATOR

The Abstract Review Coordinator manages all aspects of the review process for written scholarship. This includes research and teaching presentations, panels, posters, and teaching forums. This individual oversees the development of the schedule of presentations for the annual conference (IDEC Central will prepare the schedule; you ensure that schedule is correct and that all abstracts have been scheduled). Revisions to the jury process are coordinated with the IDEC Board.

## Appointment

Appointed by the IDEC President; retiring Coordinator may make recommendations to the President for his/her successor

## Term of Service

2 years (may be reappointed for two consecutive terms; terms of various collaborative coordinators should be staggered for continuity). Responsibilities begin May 1 and end April 30. The first year of service is in a shadow role, termed the co-coordinator. During the co-coordinator year, you may submit abstracts to the conference. When you resume the coordinator role in our second year, you may not submit abstracts to the conference.

## Time Commitment

Approximately 1-hour per month. Time becomes more intensive during the abstract review process and when scheduling the presentations for the conference (closer to 5 hours per week).

## Responsibilities and Duties

- Contacts and regularly communicates with reviewers as selected through the Open Call for Reviewers
- Proposals for presentation at the Annual Conference are submitted for the following categories: presentation, poster, panel, or round table discussion. Each submission is rank ordered according to scores allocated by the reviewers. The number of accepted submittals is dependent upon 1) quality as determined by the resulting rank order and 2) time slots available during the conference.
- Work in coordination with the IDEC Central and the IDEC President to determine the number of submissions accepted.