

2016 Reviewer Guide

Before You Begin:

Review the information below before you begin:

- We estimate it takes 10-15 minutes to review each proposal, and each reviewer will have between 10-22 proposals to review. Please plan accordingly.
- This is the first round of review. Further review will take place; Subject Matter Experts will conduct the second round of review and the Program Working Group will manage the last round of review.

Home Page:

Once you have logged in using your email address and Access Key sent to you from program@usgbc.org, you will see the below menu:



REVIEWS (you have 0 completed reviews, 22 incomplete reviews and 0 recused reviews)



Review Period: 1/22/2016 – 2/5/2016



[Reviewer Guide](#)



[Greenbuild 2016 Reviewer Code of Conduct](#) (Due Date: Friday, February 05, 2016)



[You can begin reviewing when you have completed the first task above.](#)

*Please note, this is all sample data. Your individual screen may appear differently.

Before reviewing any proposals, please review, sign and submit the Greenbuild 2016 Reviewer Code of Conduct (task 1 above).



REVIEWS (you have 0 completed reviews, 8 incomplete reviews and 0 recused reviews)



Review Period: 1/22/2016 – 2/5/2016



[Reviewer Guide](#)



[Greenbuild 2016 Reviewer Code of Conduct](#) (Completed: 1/22/2016, 10:12 AM)



[Click here to begin reviewing](#)



[View a summary of your reviews](#)

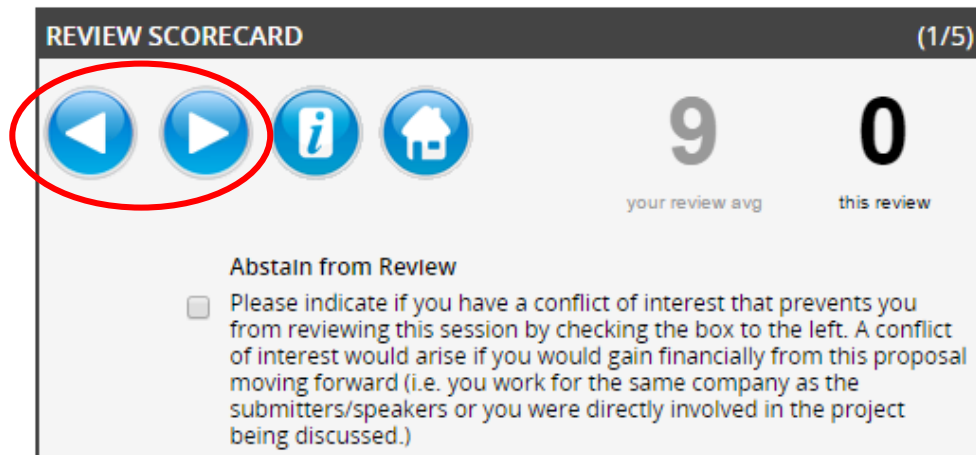
To begin reviewing session proposals, click on '[Click here to begin reviewing](#)' (task 2 above). The system will take you to the first review to be completed, or if you have already begun the process, it will automatically advance you to the next proposal you need to review.

Click on '[View a summary of your reviews](#)' to see all the proposals assigned to you and the scores that you entered. Clicking on any of the titles will bring you to the Scorecard for that proposal.

Navigation:

There are two basic ways to navigate within the Abstract Scorecard:

1. The arrow keys at the top of the scorecard will allow you to navigate through the proposals.



*Please note, this is all sample data. Your individual screen may appear differently.

2. The 'Picker' at the bottom of the scorecard will allow you to 'jump' to any specific proposal assigned to you.




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Review Summary:



This icon, positioned next to the arrow keys, allows you to review the scores you have already entered in addition to all the proposals assigned to you.

You can change the order that the proposals appear in the Review Summary (pictured below) by clicking on the column headings in order to sort them by ID and Title. Once sorted, the abstracts will appear in this order when grading resumes.



REVIEW SUMMARY

Your assigned reviews are listed below. You can click on any review to jump in to that review. This list can be sorted by clicking on a column title. You can group the reviews with the FOCUS button on the top right of th list. You can even add comments to individual reviews by clicking on each review's comment icon... or flag a review for future reference with the star icon. With the search option you can quickly find a review with just a few key strokes.

Review Summary (5)

Search

COLLAPSE ALL

FOCUS: REVIEW STATUS

Score Type

ID

Title

Notes

Favorites

Flagged

No Decision (3)

1

0

60 Minute Education ...

78597

What Owners Really Hear in the Development Process

2

0

60 Minute Education ...

78433

Reaching Zero:Ecological-Friendly Design @ Continental Scale

3

0

60 Minute Education ...

80499

Achieving a High Performance Air Barrier System

I recuse (1)

4

0


60 Minute Education ...

80940

WallPerformanceByDesignRoleofRainscreensinMoistureManagement


*Please note, this is all sample data. Your individual screen may appear differently.

You can print and download individual submissions by clicking on the icons below.




SUBMISSION PREVIEW

Print submission



PRINT

Download submission



DOWNLOAD

Submission ID: 78597

[What Owners Really Hear in the Development Process](#)

Submission Type: 60 Minute Education Session - General Format

Submission Focus Area: Design Innovation

Submitter: Sara Neff, Kilroy Realty Corporation

Presenter(s)

Sara Neff, MBA, LEED AP (BD+C, ID+C, ND, EB: O&M)

Vice President, Sustainability

Kilroy Realty Corporation

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Frequently Asked Questions:

1. Does “Abstaining from a review” affect the average score of the proposal?

No, once you have abstained from a review, that score is removed completely and has no negative effect on the proposal.

2. How can I review all of my proposals before I begin to score them?

You can download and/or print all of the submissions by clicking on the appropriate blue icon located next to the submission details.

3. What are Special Sets?

The Greenbuild Special Sets Program provides innovative and engaging session room sets to enhance the attendee learning experience. When submitting a proposal, submitters can indicate if they would like to be considered for the Special Sets Program. If a session is selected to be part of the Special Sets Program, a Greenbuild Special Programs Working Group member will be assigned to the session to help presenters understand and make use of the features in their Special Set room.

4. Can I edit proposals?

No, we do not allow modifications; proposals should be scored as is.

5. How do I save my proposal scores?

Scores are saved as you click on the “Save Review” button. Please note, only the final session scores submitted at the conclusion of the review period are counted.

If you have technical questions, please email Help@ConferenceAbstracts.com or call (877) 426-6323. Please email program@usgbc.org with any additional questions.