



2009 WEC GUIDELINES AND INSTRUCTIONS FOR PROPOSAL REVIEW

EVALUATION CONSIDERATIONS

When reviewing each proposal, consider the following:

- Is the content relevant and timely for the intended audience?
- Given your knowledge of the meetings and events industry, would you recommend this session to be part of the 2009 WEC educational program?

You have been assigned a subset of the submitted proposals to review. In the interest of containing the time commitment on your behalf, you will only be asked to review no more than 15 proposals.

INSTRUCTIONS

- I. Your review of the proposals is due November 21, 2008. Reviews submitted after that date will not be accepted.
- II. Reviewing the proposals
 - 1) Evaluate each question on a scale of 1-6 and add your comments to the comments field.
 - 2) Regardless of your selection, please provide a short explanation of your response in the comment section of the form.
- III. Basic Tool Instructions:
 - 1) <http://www.softconference.com/review/mpi/2009wec/Default.asp> to go to the Proposal Submission Review Site
 - NOTE – If the above link does not work properly, please copy and paste the following URL address into your browser:
<http://www.softconference.com/review/mpi/2009wec/Default.asp>

- You may wish to add this URL to the bookmarks in your browser.
- 2) Click on the proposal Name or ID of a session to open the content, which will be displayed in a new window.
 - 3) Review the proposal content and provide your feedback per the guidelines and instructions.
 - 4) Select Poor, Fair, Good or Excellent and add your comments in the field provided.
 - 5) Click "Save Review" at the bottom of the page. The next screen will prompt you to either "Close Window to Return to Session List" or "Re-Enter Current Session Proposal to Make Changes". If you are satisfied with your review, click "Close"; this will take you back to the proposal submission review page.
 - 6) From here click Refresh; your screen will be updated and your review information saved.
 - 7) Continue this process to review all of the proposals that have been assigned to you. Only the proposals assigned to you will appear on your screen, so please review all proposals on your screen.
 - 8) After you have reviewed all of your assigned proposals, make sure that you have refreshed your page one last time. Your information will be saved and no further action is required.

IV. For technical questions about the using abstract review site, please contact: Technical Support, (905) 889-6555 x241, support@cmcg.com. For all other inquiries, please contact: Tracy Fuller, (972) 702-3082, tfuller@mpiweb.org.