

SPEP Platform Instructions for Liaisons

Ocean Sciences Meeting 2024 (OSM24)

Thank you for volunteering for the Student Presentation Evaluation Program (SPEP)! Below, you can find instructions for using the online SPEP platform.

If you have any questions about your role as a coordinator or liaison, please contact the SPEP team at ospa@agu.org.

Liaison Responsibilities

- Secure reviewers for every student presentation within your session(s), by leveraging your network.
 - Each presentation should be evaluated by three reviewers.
 - The deadline for reviewers to submit their evaluations is 8 March 2024.
 - You may choose to review students in your session yourself. This is acceptable if there is no conflict of interest.
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Quick links:

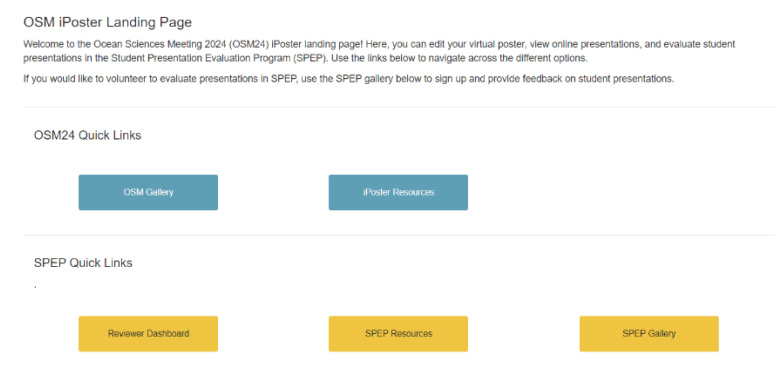
- [Access the Platform](#)
- [Your Landing Page](#)
- [Volunteering as a Reviewer](#)

Access the Online SPEP Platform

- Access the SPEP platform [https://osm24-
agu.ipostersessions.com/Default.aspx?s=spepreviewergallery](https://osm24-
agu.ipostersessions.com/Default.aspx?s=spepreviewergallery)
- Log in with your AGU credentials.
 - When you first access the platform, you must complete your participation forms.
- You will be logged in to the SPEP platform and brought to the SPEP Reviewer Gallery
- On the top right of your screen, select the Landing Page link.

OSM24 iPoster Landing Page

Your landing page will be where you can access your Liaison dashboard, full SPEP presentation gallery, SPEP resources, and if you sign up to review a presentation, you will have access to your Reviewer Dashboard.



Dashboard

Welcome [To Landing Page](#)

Liaison Dashboard

[Reviewer Gallery](#) [SPEP Resources](#)

Student Statistics

- 6 Total Users
- 4 Logged In
- 2 Not Logged In
- 4 Users Created Presentations

Presentation Statistics

- 6 Total Presentations
- 4 Presentations Created
- 4 Presentations Published
- 0 Presentations Withdrawn
- 0 Presentations Opted Out
- 0 Presentations With 3 Reviewers
- 0 Presentations With 2 Reviewers
- 0 Presentations With 1 Reviewer
- 0 Presentations With No Reviewer
- 4 Published With No Reviewer

Reviewer Statistics

- 2 Total Reviewers
- 0 Evaluations Submitted
- 0 Evaluations In Progress
- 0 Evaluations Not Started
- 0 Student Reviewers

- Publish: - Paper N - Session - Session - Session - Locator - Session - Present - Present - Present - Affiliation Search

[Export Data](#)

Name	E-mail	Poster ID	Reviewers	Evaluations	Avg. Score	Nomination	Winner
Chengyuan Pang	pang@utas.edu.au	1481009	0	0	0.00	No	View
Erin Guderian	erin.guderian@colorado.edu	1476855	0	0	0.00	No	View
Lucia M. Carramolino	lumontoy@ucm.es	1487943	0	0	0.00	No	View

From your landing page, you can access your liaison dashboard. There are a few key areas you will see:

1. Data Points

- **General Information:**
 - If you hover your mouse over any number, an explanation of that data point will appear.
 - If you click on a number, your screen will only include data from that filtered list.
- **Green arrow:** This row will give you the data points for the **students** in your session.
- **Yellow arrow:** This row will give you the data points for the **presentations** in your session.

- **Purple arrow:** This row will give you the data points for the **reviewers/evaluations** in your session.
2. **Filters (Blue arrow): This area is key to using the iPoster system.** Here, you will be able to filter the presentations in your session. You can use more than one filter at a time to narrow your selection. Please note: If you are a liaison with only one session, these filters will not appear. Some tips:
- **Withdrawn:** Some students may have withdrawn from OSM24. Filter by students who have not withdrawn to see the students who are still in the SPEP program. If there are no withdrawn students in your session, you will not see this filter.
 - **Opted out:** Some students may have opted out of SPEP after signing up. Filter by students who have not opted out to see the students who are still in the SPEP program. If there are no opted out students in your session, you will not see this filter.
 - **Sessions:** Filter by session ID to see the students in a specific session.
 - **Session Type:** Filter by session type to see all the poster presenters or oral presenters in your session.
 - **Presentation Date:** Filter by presentation date to see the students presenting on a specific date.

This area also allows you to export the data in your session to an Excel spreadsheet. Use the blue Export Data button to download the report.

3. **Presentations in your Session (Orange arrow):** This row will give you an overview of each presentation – you will see the presenter’s name, email, number of reviewers assigned, and number of evaluations submitted. Select the + button next to each presenter’s name to see their full presentation details. If a student has more than one presentation, they will appear in more than one row.

Once reviewers begin signing up for presentations, you will see the reviewer information here as well.

4. **Access the Landing Page (Red arrow):** To return to the landing page, click the link in the top right corner of your screen.

Reviewer Instructions

In the SPEP platform, coordinators and liaisons will not be able to manually assign reviewers to presentations. Instead, **reviewers must sign up for presentations themselves using this the platform.**

As a liaison, you may choose to review students yourself. This is acceptable if there is no conflict of interest.

Please review the full reviewer instructions in the SPEP resources center of the iPoster platform.