



www.design4health.org.uk

design4health@shu.ac.uk

Guide for Reviewers

Thank you for agreeing to review abstracts for **D4H2013**; we appreciate your time and effort.

To undertake your reviews, you will need to be registered on the [conference management system](#) (CMS). If you haven't already received an email with your login details, you can register yourself. We hope that using this system is straightforward and have put together the following notes to help you.

Once you have logged in, click on User home and then Reviewer. You will then see a list of the reviews that have been assigned to you. Click on one to start the review process.

Step 1

There is an 'accept' / 'decline' icon that is quite small and easy to miss. **Please click the appropriate button as soon as possible so that we know whether you are able to review this abstract.**

Step 2

Reviewer guidelines are displayed at the bottom of the screen

Step 3

Click on the link to open the abstract.

Step 4

Click on the review form and follow the steps on screen. **You may save the information you submit on this page and continue to edit your review at any stage** before finally submitting it at step 6.

Step 5

In addition, you can upload files for the director and/or author to consult.

Step 6

Select a recommendation and submit the review to complete the process. You cannot select a recommendation until you have entered a review or uploaded a file.