Call for Reviewers
AMIA 2014 Joint Summits on Translational Science

Why the *Call for Reviewers?*

We have changed our submission system from Manuscript Central to Abstract Central and regret any inconvenience. Your participation in the 2014 Joint Summits is important to AMIA!

AMIA invites all members to actively participate in the development of program content for the 2014 Joint Summits on Translational Science. Members may review and recommend submissions within their areas of expertise to the Joint Summits on Translational Science. Please refer to the list of keywords for the Summit on Translational Bioinformatics (TBI) http://www.amia.org/jointsummits2014/tbi-classify-proposal or the list of keywords for the Summit on Clinical Research Informatics (CRI) http://www.amia.org/jointsummits2014/cri-classify-proposal for further details about each topic category.

Reviewers must be available on occasion (not full-time) throughout a 4-week period from approximately **mid-October through mid-December,** to work remotely and via teleconference. This allows time for reading submissions; any potential discussions with other reviewers; and submitting final comments/scores.

Reviewer Benefits:
- Be first to read the proposals submitted through the AMIA *Call for Participation*
- Work with authors to coach them through the presentation preparation process
- Gain the opportunity to act as a moderator/session chair at the meeting.

Tools: Each reviewer **must** have access to the Internet, a telephone, a printer and have the ability to interact within a web-based environment.

Quality of Review: Each reviewer **must** commit to providing detailed, objective, constructive, and timely written reviews for each assigned application. These reviews will be used to recommend submissions for inclusion on the scientific program. Reviewer comments will also be shared with each applicant following the reviews.

AMIA uses the peer review process to enhance the efficiency and maximize the quality of the educational offerings to the Joint Summits' attendees. The peer review process provides the foundation for development of the scientific program. AMIA engages a broad spectrum of subject matter experts to participate in the peer-review process.

In an effort to ensure an equitable review process, a minimum of three volunteer reviewers, evaluates each submission with Scientific Program Committee (SPC) members and Track Chairs leading the review process. Proposals are evaluated based upon several criteria, with an eye toward ensuring the selected content meets the standards required for continuing medical and nursing education credits.

Reviewer Responsibilities

Review and score submissions:
Reviewers will review submissions for the AMIA Joint Summits on Translational Science via the online submission system. A reviewer may expect to review and evaluate/score an average of 5-10 proposals in a given topic area. Proposals include speaker information and subject matter content. Reviewers will use score-sheets, forms and documents prepared by AMIA for the review, and participate in conference calls with fellow panel members, when applicable. Reviewers are often accountable to the guidance of an SPC Track Chair or SPC member throughout the review. Thus, a high-level of responsiveness and the ability to work well with others is required.

Recommend Proposals for the Joint Summits:
After reading and evaluating proposals, reviewers will provide scores and the SPC will accept or reject proposals based on the average score of at least three reviewers.

Reviewer Requirements:
Please note that AMIA has converted to a new submission platform. Thus in order to serve as a reviewer, you must go into the system and create a new account. All AMIA members are encouraged to participate. Please follow the instructions below if you would like to serve as a reviewer:

- Be a member in good standing of AMIA
- Log on to http://amiajointsummits2014.abstractcentral.com
- Click Create an account tab on left, Steps 1-3 will ask for name, contact information, etc.

- At Step 4, Role Request, you must check the request box next to the role(s) that you would like to be granted. The red asterisk* indicates that an answer is required. (See image below)
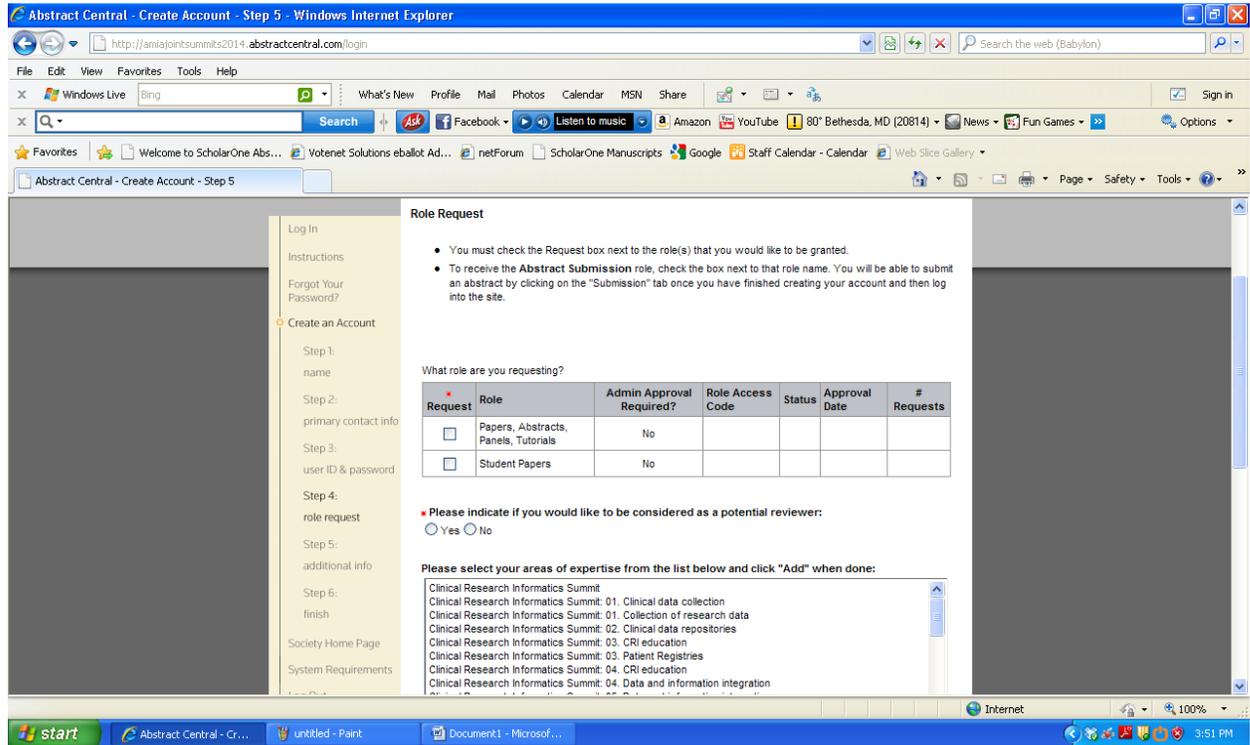
- Click the radio button for Yes beneath the statement "Please indicate if you like to be considered as a potential reviewer".
- After you click yes, you will need to scroll down the list of keywords (a list of both CRI and TBI keywords will appear) and select from the keywords to indicate the areas you would like to review and click "Add" when done.

- Complete Disclosure Statement (See image below)
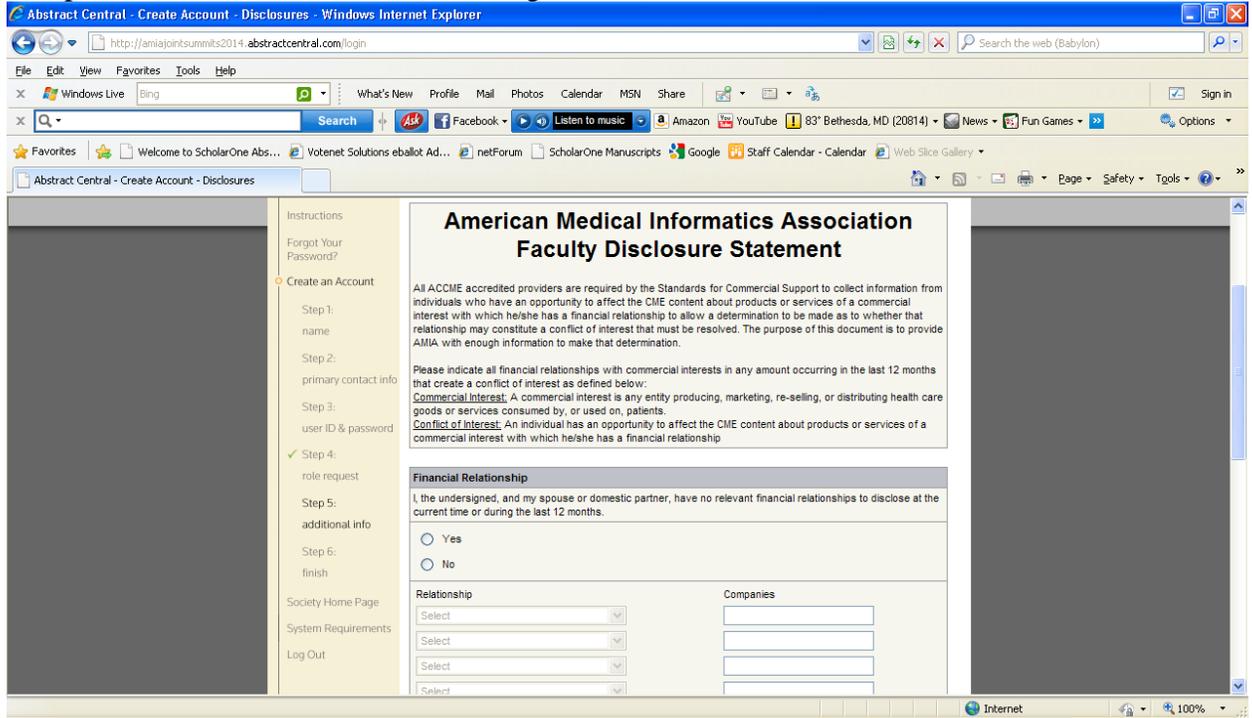
- After you have completed the disclosure statement, follow the prompts to complete account set-up.
- Please ensure you have only **one** user account within the system. For those who choose both author and reviewer role, both roles will be reflected in your user account.
- Reviewers must choose the reviewer role by **October 3, 2013**.
- Reviewers will start to receive assignments in mid-October

AMIA welcomes all members to volunteer as reviewers.

NOTE: Preference in the choice of reviewers will be given to those who represent organizations with non-commercial interests.

Thank you for your interest in the 2014 Joint Summits on Translational Science. For questions, contact wanda@amia.org. To download copy of 2014 *Call for Reviewers* click here:

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Chair, 2014 TBI Scientific Program Committee   Chair, 2014 CRI Scientific Program Committee