

## ACCESSING PROPOSALS:

You preview proposals by going to the main page ([www.aect.org](http://www.aect.org)) and clicking on the reviewers link on the right side of the page under the calendar (see figure 1 below), going to the membership log-in page (figure 2), and then entering the proper information on the reviewer log-in page(see figures 3-5).

The screenshot shows the AECT website homepage. At the top, the AECT logo and name are displayed. Below the logo is a navigation menu with links for Home, Memberships, Conferences, Partners, Publications, Online Store, and Job Center. A date stamp indicates the last update was on 1/23/2006 at 2:54:50 PM. On the left, there is a 'MEMBER LOGIN' section with fields for Membership # and Last Name, a Log In button, and a link for 'Problems logging in?'. Below this is a 'Not a member? Join now!' link. The main content area features an announcement for the 'AECT Annual International Convention, Dallas 2006' with the theme 'Strengthening Connections' and dates 'October 11th-14th, 2006 Dallas, Texas'. A map of Texas with the AECT logo is shown. To the right, a calendar for January is displayed. Below the calendar, there is a section for 'AECT News' with a date of 'Monday, January 23'. A red circle highlights a link for '2006 - Proposal Review' with the text 'Reviewers only click here.' pointing to it. Other links include 'General Information', 'Member Benefits', 'Corporate Membership', 'History', 'ECT Foundation', 'Foundation Awards', 'Foundation Members', and 'Garrison Data of Degree Programs in Educational Communications and Technology'.

Figure 1. How to Link to the Program Review Log-in

The screenshot shows the 'AECT's 2006 Proposal Review' log-in screen. At the top, the AECT logo and name are displayed. Below the logo is the title 'AECT 2006 Proposal Review'. The main heading is 'AECT's 2006 Proposal Review' followed by 'Please log in below'. A 'MEMBER LOGIN' form is shown with fields for 'Membership #' and 'Last Name', a 'Log In' button, and a link for 'Problems logging in?'. Blue arrows point from the text 'Enter membership number and last name and then click on Log In.' to the respective fields and the Log In button. Below the form, there is a note: 'If you don't know your membership number or are unable to log in, please call AECT toll-free (877-677-2328) or send an email describing the problem. Include your telephone number and we'll take care of the problem as soon as possible.' At the bottom, there is a copyright notice: 'Unless specified otherwise, all material on this site is © 2004 by AECT Association for Educational Communications and Technology'. Contact information is provided: '1800 N. Stonelake Dr. Suite 2 Bloomington, IN • 47404', '877-677-AECT', '812-335-7675', and 'Contact: AECT Webmaster'.

Figure 2. Log-in Screen for Proposal Review

**AECT's 2006 Proposal Review**

Ward Cates,

Thank you for agreeing to review proposals for the AECT 2006 International Convention in Dallas.

Please select your group from the drop-down box below and then type your assigned password in the box provided. You will next be provided with a list of all submissions for your group. Select a submission, read it carefully, and submit your rating and comments.

Your comments will be provided to proposers as feedback. You will not be identified, however. Please try to phrase your comments in a supportive way that will help proposers see how their proposals might have been stronger (if rated lower) or could be enhanced still further (if highly rated).

Remember there is only one phase of submissions this year and you need to complete your reviews as soon as possible. Program planners will need to notify all proposers by March 1, 2006, so you'll want to give the planner \*at least\* a week to finalize the program.

We appreciate your helping AECT produce a strong convention. Member service like yours is extremely important and having you in AECT makes us a better organization. Thanks so much.

Select Division: AMTEC ▾

Division Password:

← Click on down arrow for pull-down list of divisions and affiliates.

If you have any questions, please contact your Division Planner, email headquarters at [aect@aect.org](mailto:aect@aect.org) or call at 1-877-677-AECT.

Figure 3. Choosing Your Division/Group: Get Pull-down List

Select Division: AMTEC ▾

Division Password:

AMTEC

Design and Development

Distance Learning

Division on Systemic Change

ICEM

International

IVLA

KSET

Management

MIM

Multimedia Production

NEEMA

Research & Theory

School Media & Technology

SICET

Teacher Education

Training & Performance

← Move down the list until you find your group.

Figure 4. Choosing Your Division/Group From the Pull-down List

Select Division: ICEM ▾

Division Password:

← Once have chosen group, enter your assigned password.

Figure 5. Entering Your Assigned Password

**Our division/affiliate password: potter (all lowercase)**

## REVIEWING PROPOSALS:

If you have questions at any point, email me at [a-pina@neiu.edu](mailto:a-pina@neiu.edu).

1. **View:** The ID# for each proposal is a link. Click on that link to view the proposal.
2. **Read:** Please read the proposal in its entirety. You can click on the “Click here to enhance readability” link to get paragraph breaks or any other formatting the author used.
  - a. The proposal will include the Title, Short Description, Abstract, Session Type, Length, Keywords, etc. Please be sure to scroll to the bottom of the proposal for the additional information on Type, Length and other pertinent information. You will consider whether the proposed type, length, etc., are appropriate for that proposal.
3. **Rate:** After you have read the proposal, please rate the proposal in the five areas listed on the left side on a Likert-type scale of 1-5 for each area. The screenshot below (Figure 6) shows those rating scales.

Figure 6. Screenshot of Proposal Review page.

4. **Comments:** You also have the opportunity to provide any comments and your recommendation on the proposal. You will see those options below the 5 rating scales (see Figure 7 below).

Figure 7. Screenshot of Comments and Recommendations.

5. **Recommendation:** Finally, you will give a recommendation on the proposal. Workshops, Poster Sessions and Referrals to other divisions or affiliates have already been done. You should select either “**Accept-Concurrent**,” “**Accept-Roundtable**” or “**Reject**”. If the proposal has been submitted as a Concurrent Session, but you think that it should be a Roundtable, select “**Accept Roundtable**”. If you have any questions, please contact me ([a-pina@neu.edu](mailto:a-pina@neu.edu)).

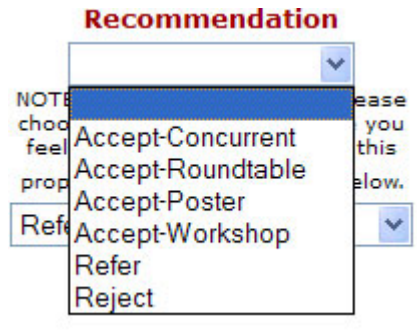


Figure 8. Screenshot of Recommendation options.

6. **Post Review:** After you have rated the proposal, provided any comments, and made your recommendation, click on the Post Review button. ***You are finished with that proposal!***