EDUCATION SESSION REVIEWER INSTRUCTIONS
ACA 2012 Conference & Exposition Program Selection

DATES TO REMEMBER

Program Review Opens	**June 13, 2011**
Program Review Closes	**July 1, 2011**

NOTE: ALL REVIEWS MUST BE COMPLETED BY 5:00pm (Eastern Time), JULY 1, 2011

PROPOSALS TO BE REVIEWED

Each proposal will be randomly sent to three different reviewers for evaluation. The review process for the Education Sessions will be blind, so that proposals will be evaluated on content alone.

CRITERIA FOR SELECTION

The Evaluation lists the primary criteria for selection. In addition, as a reviewer, you should carefully consider the balance between theory, research, and practice in the proposals you rate. Once all proposals have been reviewed, the information will be provided to the Conference Program Selection Committee according to rank.

The Conference Program Selection Committee is a group of leaders who will meet on July 18-19, to make the final decisions on the programs that will make up the ACA 2012 Pre-Conference Learning Institutes and Education Sessions. Selection will be based on merit and available meeting space. Selection criteria will be the topic, presenter, and methodology.

PROPOSAL REVIEW INSTRUCTIONS

Please read these instructions <u>before</u> beginning your review.

1. Go to
   http://precis.preciscentral.com/User/UserLogin.asp?Action=Reviewer&EventID=8e6b42f1

2. Login to the system, under "Login (Returning Users)". Login information has been individually emailed:

3. From the "Main Menu" tab, click on "Review Menu"

4. All of the topics for which you have submissions to review are listed on the "Select topic to review" drop down. Select **ALL TOPICS**.

5. Click on submission title to review and grade (or re-grade) a proposal. You may print the proposal to review if desired.

6. Grade each proposal on the rubric and criteria provided below.

7. Any comments you would like to include should be entered into the box marked "Comments". Remember that the presenter will be able to read your comments. Please provide comments for any area that you graded 5 or lower.

8. Hit submit/update review.

9. You will be taken back to the Review Menu where you will see the reviews you have not started and those that you have read and/or graded. If the abstract review has been finished, it will be

marked Complete. If you have just viewed the abstract but not scored it, it will be marked Incomplete.

- If you feel you are not qualified to review a proposal or have a conflict, please contact Crystal Turner at cturner@counseling.org so that the proposal can be assigned to a different reviewer.

Please grade each proposal on the rubric and criteria provided below:

Scoring Rubric

1		4		8	
	2		6		10

	Poor		**Good**		**Outstanding**
Very Poor		**Fair**		**Very Good**	
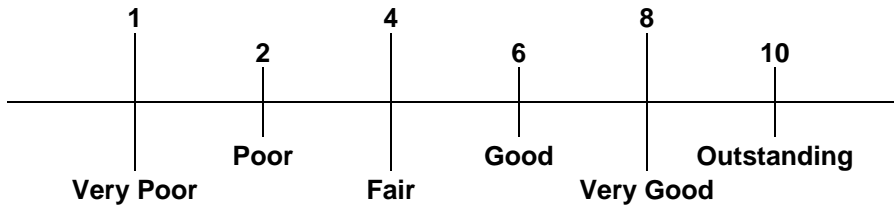
ACA 2010 Conference Education Sessions – Proposal Review Criteria

Criteria	**Possible Points**
1. Proposal Preparation:	
a. Writing style (grammar/spelling/punctuation/flow)	10
b. Followed proposal instructions	10
c. Organization and clarity	10
2. Relevance to needs and goals of the Counseling Profession	10
3. Program Conceptualization including:	
a. appropriate rational	10
b. clearly stated learning outcomes	10
c. well developed program format to assure accomplishment of program objective	10
4. Consideration of cultural diversity and ethics	10
5. Actively Engages Audience	10
6. Innovative and Cutting Edge or Proven and Effective Practices	10
Total Possible Points	**100**

Contact Information
If you have **non-technical** questions about the general review process, contact Crystal Turner at ACA, Mon-Fri 8am – 4:30pm EST:

      Phone: 1-800-347-6647, ext. 229
      Email: cturner@counseling.org

If you experience **technical problems** on the review site, please contact SierraBay technical support and customer service. Support is available Mon-Fri 9am - 5pm EST:

Phone: (703) 669-9394
Email: support@sierrabay.net