EDUCATION SESSION REVIEWER INSTRUCTIONS
ACA 2013 Conference & Exposition Program Selection

DATES TO REMEMBER
Program Review Opens	**June 11, 2012**
Program Review Closes	**June 29, 2012**

NOTE: ALL REVIEWS MUST BE COMPLETED BY 5:00pm (Eastern Time), JUNE 29, 2012

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 24, to make the final decisions on the programs that will make up the ACA 2013 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.
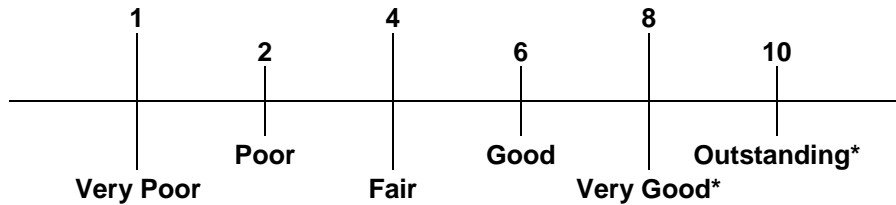
PROPOSAL REVIEW INSTRUCTIONS
Please read these instructions before beginning your review.

1. Go to http://precis.preciscentral.com/User/UserLogin.asp?Action=Reviewer&EventID=81448138

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

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

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

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

5. Comments should be entered into the box marked "Comments". Remember that the presenter will be able to read your comments.

6. Hit submit/update review.

7. 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 Debbie Beales at dbeales@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***

*rarely given

ACA 2013 Conference Education Sessions – Proposal Review Criteria

Criteria	Possible Points
Proposal Preparation	
Writing Style	10
Followed proposal instructions	10
Organization and Clarity	10
Relevance to the Counseling Profession	10
Program Conceptualization	
Appropriateness of rationale	10
Clearly stated and appropriate learning outcomes:	10
Well developed program format to assure accomplishments of program objectives:	10
Consideration of Cultural Diversity and Ethics	10
Actively Engages Audience	10
Innovative and Cutting Edge or Proven and Effective Evidence-Based Practices (evidence-based practice is defined as: best available evidence, data, and/or research relevant to the topic)	10
	Total 100

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

Phone: 1-800-347-6647, ext. 306
Email: dbeales@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