September 27, 2018

INCOSE International Symposium Presentation Evaluation Criteria

Overview

This document provides instructions and guidance for reviewers to assess paperless presentation abstracts submitted for consideration for the Annual INCOSE International Symposium. This document is also intended to help authors achieve high quality submissions, increasing their likelihood of acceptance.

Note that for presentations a single-blind review process is followed. This means that the reviewer's identity is concealed from the submitter but the reviewer can see the identity of the submitter.

Evaluation Criteria

The subject matter of the presentation must address or have a clear connection to systems engineering. Presentations that are only concerned with other areas, for example, software development or project management, are not acceptable. In addition, presentation abstracts are judged on:

- innovation in topic and approach
- technical soundness
- creative and compelling content
- effective use of case studies

Presentations must not be used for the promotion of any commercial product or interest, and further must not promote or voice an opinion on political or religious matters. The material must not have been previously presented to INCOSE; if it has been previously presented elsewhere, this should be noted.

Procedure for Reviewers

Follow the instructions below. For additional details on accessing EasyChair and submitting a review, see the "EasyChair Instructions for Reviewers" available in the Downloads section of the INCOSE IS website: *https://www.incose.org/symp2019/contact/downloads*.

1. Familiarize yourself with the above evaluation criteria.

2. Log into EasyChair and access the review database for **presentations**. If you already have an EasyChair account from another conference, you can use that account. If you do not have an EasyChair account, follow the instructions to create a new account.

3. Select **Reviews > Assigned to me** to access presentation submissions that have been assigned to you for review and open an assigned presentation submission.

4. Read the submission quickly to get an understanding of its objective and structure. A good proposal makes it easy to comprehend the scope and benefits of the presentation.

5. Re-read the proposal more thoroughly, jotting down comments.

6. Assess the extent to which the submission meets each of the evaluation criteria described above and the overall contributions of the presentation to the symposium. Select one of the following recommendations:

    3 = Strong accept

    2= Accept

    1 = Weak accept

    0 = Borderline

    -1 = Weak reject

    -2 = Reject

    -3 = Strong reject

    Note: A proposal should not be rated highly if required information is missing.

7. Provide constructive comments. Limit comments to suggestions on how to improve the submission.
    - Opinions and conclusions of the reviewer should not be captured, unless made as a constructive "have you considered" statement.
    - Comments might include recommendations such as "the section on xyz should be shortened" or "the section on abc should be expanded to provide more detail. I suggest…" Be specific.
    - Words of encouragement such as, "This is a great proposal; looking forward to the presentation" are always welcome when deserved.

8. Identify a confidence rating regarding your expertise in the subject areas of the submission using the following scale:

    1 = None

    2 = Low

    3 = Medium

    4 = High

    5 = Expert