

## EARLI 2017 – REVIEW INSTRUCTIONS

If you have been selected to act as a reviewer for EARLI 2017, this document will guide you through the procedure of how to review the submissions allocated to you successfully.

EARLI greatly appreciates the efforts of all reviewers in safeguarding the scientific quality of our conferences. We would once again like to thank you for your commitment and enthusiasm in helping us make the 17<sup>th</sup> Biennial EARLI Conference in Tampere a tremendous success!

All reviewers will be notified by e-mail once the submissions have been assigned. Please be advised that the review deadline for EARLI 2017 is **16<sup>st</sup> of January 2017**. After this date, the review tool will close automatically, thus not allowing for any more reviews to be done.

How to review your submissions:

1. Log in at <https://conference.earli.org/login>
2. Click on “my reviews” in the blue navigation bar
3. Click on the title of the submission to start reviewing
4. Enter your scoring per review question as well as the qualitative feedback
5. You can also suggest a different format for a submission if you feel this is more suitable
6. **Please be advised that it will not be possible to save the review and return to it later. Once the “submit review” button is clicked, the review results are final and cannot be altered.**

Should you have any questions about this, please contact the Conference Organisers at [info@earli2017.org](mailto:info@earli2017.org).