

2025 SBL Annual Meeting Proposal Review Instructions

1. Logging in and General Navigation

Open the Chair Module of [Abstract Management System link in your browser:](#)

The login is the same for only for program unit chairs. If you have logged in to the system before, enter your email and password. If you have not logged into this system, use the “reset password” function to create a password, and then log in using that password.

Please note that this log in is **only for the program units where you are acting as chair**. If you are performing reviews as a steering committee members, please refer to the Instruction for Steering Committee Members document.

Once you are logged in to the chair module home, you will see four options to the left.

In “Manage Submissions,” you can see an overview for all of the proposals sent to your unit.

The screenshot shows the top navigation bar with the Society of Biblical Literature logo and the text 'Welcome, Program Unit Chair Training' and '2025 International Meeting'. The sidebar on the left contains several menu items: 'Manage Submissions' (highlighted with a red circle), 'Add Submissions', 'Manage Review', 'Perform Reviews', 'Profile Home', and 'Logout'. The main content area is titled 'Manage Submissions' and features a 'Filter' section with two dropdown menus: '- By Review Status -' and '- By Data -'. Below these is a search box with the placeholder text 'Find submission numbers, eg. 123,124' and a 'Search' button.

Clicking on the proposal will show you all of the information from the proposal form. If you need to edit a proposal, you can do so by clicking the Edit button. Please note, however, that you should only edit a proposal in consultation with and with the permission of the proposer(s). You can also export a list of your proposals into a variety of formats.

The second option, “Add Submissions,” allows you to upload an abstract on behalf of another person.

This screenshot is similar to the first one, showing the 'Manage Submissions' page. However, in the sidebar, the 'Add Submissions' menu item is highlighted with a red circle. The rest of the page, including the top navigation bar and the main content area with the filter and search options, is identical to the first screenshot.

In this area, you will first be able to search for the author within the system. If they are not found, you may add the user. However, please do not create a new user unless that person is not already in the system. If multiple accounts are created for a single person, there will be a much higher chance of a scheduling conflict when sessions are created.

Add New Abstract

(1) Author Details

Existing Contact	New Contact
<div style="background-color: #fff9c4; padding: 5px; margin-bottom: 10px;">Search for existing contact by using Lastname, Firstname for further drilldown.</div> <p>Author/Presenter</p> <input style="width: 100%;" type="text" value="Enter last name"/>	<div style="background-color: #fff9c4; padding: 5px; margin-bottom: 10px;">If the individual you are adding the submission for does not have a profile, fill in the below fields to add their profile to the site.</div> <p>Firstname * <input style="width: 100%;" type="text"/></p> <p>Lastname * <input style="width: 100%;" type="text"/></p> <p>Company * <input style="width: 100%;" type="text"/></p> <p>Email * <input style="width: 100%;" type="text"/></p>

(2) Abstract Details

Primary Program Unit ▼

Chair Module Tutorial

Proposal Title

Mark as Invited

Invited talks may get special permissions depending on additional settings.
 eg. Omitted from review process.

ADD ABSTRACT

After adding the author information and the proposal title, click Add Abstract. This will take you to the form to fill in the remaining information.

Membership in SBL is required for all proposals, including ones added by program unit chairs, except in the case of waiver recipients whose scholarship is primarily outside of biblical studies and related disciplines. Applications for membership waivers may be made here: https://societyofbiblicalliterature.formstack.com/forms/waiver_request_form. Previous members of SBL or those who have attended past SBL meetings are not eligible for waivers. Proposers who are not granted a waiver must obtain membership and register for the meeting as a member in order to remain on the program.

Please note: this form is for paper presentations with abstracts. Other roles that do not have titled presentations or abstracts (e.g., panelists) should be added in the session creation period, not at this point. **Please do not add roles like panelists at this stage.**

2. Assigning Proposal to Reviewers

Review: 2025 International Meeting: Primary Program Unit Review

View Reviews Manage Review Batch Assign Assignment Wizard Email Reviewers Perform Reviews Final Status

View Reviews

Filter

- By Review Status -

- By Data -

Submissions With Incomplete Reviews Only

Export

- Select Export -

Records Found: 2

Show 10 entries

ID	Title	Final Status	View Submission Reviews	Assigned	Completed
974	Test Primary Presenter: Paige Schmidt Program Unit: Chair Module Tutorial	Accept Primary Program Unit	View Submission View/Email Reviewers View Reviews	1	1

The third option on the left is “Manage Review.” This is where you can assign steering committee members to review specific proposals. **You do not need to assign program unit chairs** (including yourself) as reviewers; all chairs have review access to proposals without need of a specific assignment.

ID	Title	Final Status	View Submission Reviews	Assigned	Completed	A
974	Test Primary Presenter: Paige Schmidt Program Unit: Chair Module Tutorial	Accept Primary Program Unit	View Submission View/Email Reviewers View Reviews Assign Reviewer	1	1	0

To assign a steering committee members to review a particular proposal, click on the “Assign Reviewer” button associated with that proposal.

Assign Reviewers

Viewing: Reviewers in abstract program unit - Chair Module Tutorial

Show 10 entries

Search:

	Firstname	Lastname	Organization	Assigned in Track	Assigned	Completed
	Paige	Schmidt			0	0
	Chris	O'Connor	SBL		0	0

Showing 1 to 2 of 2 entries

Previous 1 Next

To the right, you will see a list of all available reviewers. Click on the plus icon next to the name of the reviewer(s) you wish to assign. Please note that the system will not allow you to assign someone as a reviewer to their own proposal.

Current Reviewers
Total: 2 | Complete: 1
[View All](#)

- Chris O'Connor
- Program Unit Chair Training

Once they have been added, you will see their name appear in the “Current Reviewers” area. If you need to unassign a reviewer, you can do so by clicking the “x” icon. Repeat this process for all available proposals.

[View Reviews](#) [Manage Reviewers](#) [Batch Assign](#) [Assignment Wizard](#) [Email Reviewers](#) [Perform Reviews](#) [Final Status](#)

If you want all steering committee members to review all proposals, it can be faster to use the “Batch Assign” function. To do this, click “Batch Assign” in the menu bar.

Check All Uncheck All

Show 10 entries

	ID	Title
<input checked="" type="checkbox"/>	974	Test Paige Schmidt
<input checked="" type="checkbox"/>	996	test 2 Christopher Hooker
<input checked="" type="checkbox"/>	1066	Test Paper 3 INVITED Chris Hooker Invited by: Chris Hooker, christopher.hooker@gmail.com
<input checked="" type="checkbox"/>	1067	Test Paper 3 INVITED Paige Schmidt Invited by: Chris Hooker, christopher.hooker@gmail.com

Showing 1 to 4 of 4 entries

Select Reviewers

Select all of your proposals using the “Check All” button, then click “Select Reviewers.”

Check All Uncheck All

Show 100 entries

Select	Reviewer
<input type="checkbox"/>	Chris O'Connor, chris.oconnor@sbl-site.org SBL
<input type="checkbox"/>	Paige Schmidt, paige.schmidt@sbl-site.org

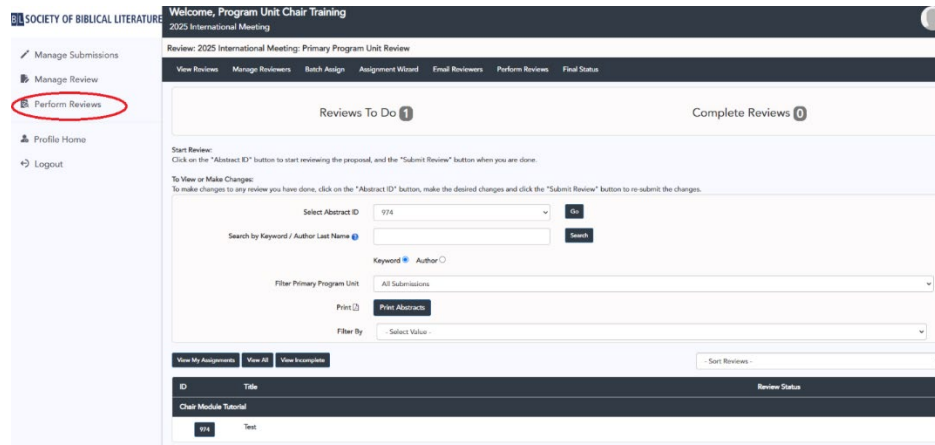
Showing 1 to 2 of 2 entries

Assign Reviewers

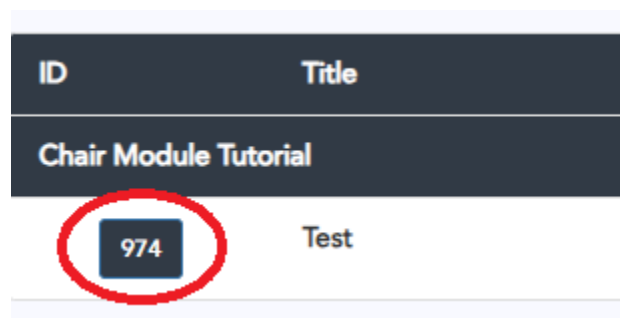
On the next screen, click “Check All” to select all of your steering committee members (i.e., the reviewers), then click “Assign Reviews.”

You can use the “View Reviews” area to track the progress of the reviews of each proposal and even email assigned reviewers.

3. Reviewing Proposals



The fourth option, “Perform Review,” is where you, as a program unit chair, can review the proposals. By default, all proposals for the unit will be displayed. You can use the search filters to find specific proposals, if necessary. To open and review a specific proposal, click on the button with the proposal’s ID, next to the proposal’s title.



When you open the proposal’s review screen, the proposal information will be displayed to the left. The review options will be on the right.

View Submission	Submit Review
<p>ID: 974</p> <p>Primary Contact: Paige Schmidt Woodstock, United States paige.schmidt@sbl-site.org</p> <p>All Authors: Paige Schmidt (Primary Presenter) paige.schmidt@sbl-site.org</p> <p>Proposal Title: Test</p> <p>Proposal Abstract: Test</p> <p>Primary Program Unit: ChairModuleTutorial</p> <p>Is this the first time you have presented at an SBL or EABS meeting?: No</p> <p>Artifacts Policy: No</p> <p>Required Attestations: I am a current member of SBL or EABS. I am not submitting an identical or substantially similar proposal to a program unit other than the primary or secondary units listed above. This proposal represents my/our own new, original work that will not have been published or presented elsewhere at the time of the conference. I have read the Requirements for Participation and agree to abide by the SBL Professional Conduct Policy.</p>	<p><input type="radio"/> Recommend Accept</p> <p><input type="radio"/> Recommend Reject</p> <p>Scoring Metric Optional numerical scoring. You can assign a score of one (1) to five (5), with one being the lowest and five being the highest, to the abstract.</p> <p><input type="radio"/> 1 - Very Poor</p> <p><input type="radio"/> 2</p> <p><input type="radio"/> 3</p> <p><input type="radio"/> 4</p> <p><input type="radio"/> 5 - Excellent</p> <p><input type="button" value="Unselect"/></p> <p>Comments to the Steering Committee These comments will not be shared with the proposer(s).</p> <div data-bbox="945 592 1344 701" style="border: 1px solid #ccc; height: 50px;"></div> <p>Comments to Author(s) These comments will be shared with the proposer(s).</p> <div data-bbox="945 772 1344 882" style="border: 1px solid #ccc; height: 50px;"></div> <p><input type="button" value="Submit Review"/></p>

Fill in all of the requested information. Please note that one comment box has comments that will only be visible to the rest of the committee, who will be able to see all of the information in your review. The other comment box is for comments that will be shared with the proposers once they are notified of a decision. For the latter, please be sure to include only information that you wish to be shared with a proposer. If you do not wish to share any comments with the proposer, simply leave this field blank.

When you have completed the information for your review, click the “Submit Review” button.

Submit Review

Recommend Accept
 Recommend Reject

Scoring Metric
 Optional numerical scoring. You can assign a score of one (1) to five (5), with one being the lowest and five being the highest, to the abstract.

1 - Very Poor
 2
 3
 4
 5 - Excellent

Comments to the Steering Committee
 These comments will not be shared with the proposer(s).

This is great.

Comments to Author(s)
 These comments will be shared with the proposer(s).

We can't wait to hear this paper!

Submit Review

Once you have submitted the review, you can return to the “Perform Reviews” area to see if there are other reviews left for you to do. You can also see a summary of a proposal’s reviews by clicking on the “View Reviews” button for any proposal that has at least one review.

ID	Title	Review Status
Chair Module Tutorial		
974 Assigned	Test	Accept View Reviews



Scoring Summary

Complete	Abstain	Total Score	Avg.	Std. Dev.
1	0	5.00	5.00	0

Recommendation Summary

Accept 1

All Reviews

Reviewer Name: Program Unit Chair Training

Organization: SBL

Date Submitted: Jan-21-2025

Total Score: 5.00

Review Details

Recommend Acceptance or Rejection by Primary Program Unit

Accept

Scoring Metric

5

Comments to the Steering Committee

This is great.

Comments to Author(s)

We can't wait to hear this paper!

4. Assigning a Final Status

Every proposal must be given a final status by the deadline of the review period. Only program unit chairs are able to enter a final status into the system. To enter a final status, click on the "Final Status" button on the menu bar.

SOCIETY OF BIBLICAL LITERATURE

Welcome, Program Unit Chair Training
2025 International Meeting

Review: 2025 International Meeting: Primary Program Unit Review

View Reviews Manage Reviewers Batch Assign Assignment Wizard Email Reviewers Perform Reviews **Final Status**

Reviews To Do **0** Complete Reviews **1**

You have completed all of your reviews. You may logout.

Start Review:
Click on the "Abstract ID" button to start reviewing the proposal, and the "Submit Review" button when you are done.

To View or Make Changes:
To make changes to any review you have done, click on the "Abstract ID" button, make the desired changes and click the "Submit Review" button to re-submit the changes.

Select Abstract ID: 974

Search by Keyword / Author Last Name:

Keyword Author

Filter Primary Program Unit: All Submissions

Print

Filter By: - Select Value -

View My Assignments View All View Incomplete

- Sort Reviews -

ID	Title	Review Status
974 Assigned	Test	Accept Total Score: 5.00 <input type="button" value="View Reviews"/>

Find the proposal for which you wish to assign a status, and then click the corresponding "Assign Status" button.

ID	Title	Primary Program Unit	Final Status	View Submission Reviews	Total Score	Avg. Score
974	Test Primary Presenter: Paige Schmidt Program Unit: Chair Module Tutorial	ChairModuleTutorial		<input type="button" value="View Submission"/> <input type="button" value="View Reviews"/> <input type="button" value="Assign Status"/>	5.00	5.00

Showing 1 to 1 of 1 entries

Then select the appropriate status from the drop-down menu. You can also leave a comment here that will be shared with the proposer(s).

(974) Test
Primary Presenter: Paige Schmidt



Assign Final Status

Status

Optional Final Comments

B *I* U ☰ ☱ ☲ ☳ 📄 Source

Comments may be shared with the presenter or authors.

Assign Cancel

If you return to the “Perform Reviews” screen, you will notice that the proposal now shows “Assigned” below the ID button.

ID	Title
974	Test
Assigned	

Notifications about the proposals will not go out when the status is assigned. Rather, all proposers will be notified at the same time when the review round is complete. Because of this, a final status may be changed up until the point when the notifications are issued.

5. A Note about the Primary and Secondary Rounds

Reviews now consist of two rounds, the primary and secondary rounds. During the primary round, proposals are available to the unit designated as the primary unit. Any proposal accepted during this period will remain with the primary program unit and will be available to add to a session during the session creation period. Proposals rejected during this period will be transferred to the secondary unit indicated on the proposal form. If a proposal is accepted in the secondary unit, the secondary unit will be able to add the proposal to a session during the session creation period. Proposers of accepted proposals will be notified at the conclusion of that round. Proposals that are not accepted during either period will be rejected in the system, and the proposers will be notified that the proposal was not accepted.

Because proposals that are not accepted at the end of the primary review period will be transferred to the secondary unit, it is critical that program unit enter a final status by the end of the review period. **Failing to enter a final status will result in the proposal's transfer to another unit.**

Questions? Please contact programs@sbl-site.org.