

Part 2: Convenors/Co-Convenors/Reviewers Roles and Tasks

Your role as convenor and co-convenors:

Since most of your activities as convenors rely on the online abstract database please carefully consider incoming e-mails from Mr. Mario Ebel, Copernicus Meetings.

Tasks in detail:

Session title and content

- agree on / amend the session title
- provide a short description text outlining the focus and objectives of the Session
 - This should be forwarded to us, if not done already, by 29 April 2010.

Key Note Presentations

- Convenors liaise with the key note speakers who have been identified or those you suggest in addition on the content of their keynote talk (20-25 minutes + 5 minutes questions).

Steps to be done on the website:

<http://meetingorganizer.copernicus.org/SSC2010/sessionprogramme>

Step 1: Accept, reject, transfer and add abstracts

(needs to be done BETWEEN 1 May and 15th May)

- PLEASE USE YOUR LOGIN to review the submitted abstracts for your session ON THE COPERNICUS Website
- to jointly decide which ones you think should be accepted
- if needed, get in touch with the additional reviewers for support
- to jointly decide which of the abstracts would likely be better accommodated in other sessions, move those abstracts to the session you identified as the better fit

Step 2: Form of Presentation

(needs to be done BETWEEN 20 May – 03 June 2010)

- populate the session with 15 minute oral presentations (12 minute talk + 3 minutes for urgent questions)
- decide which of the abstracts would be better accommodated as a poster

PLEASE NOTE:

From 1st May onwards your login via Copernicus website will authorise convenors and co-convenors to actively carry out Step 1. This also means you will be able to accept, reject, transfer and add abstracts, if there are late entries.

As soon as your session receives one or more of new entries, via transfer from other sessions, you will be automatically notified via *Copernicus*. You may then apply the same review procedure as outlined above to these new entries.

Rejection

Authors whose abstracts have been rejected will be informed automatically.

Your role as reviewer:

Please support the review process and be prepared for questions from the convenors.

If you have a suggestion, please get in touch with the convenors.

Please note you will only be able **to read** the submitted abstracts via the Scientific Committee Login.

Products for later publishing:

Subsequent to your selection (Steps 1 & 2) convenors, co-convenors and reviewers are asked to identify abstracts and authors to be approached for later publishing.

In July these authors will be approached by convenors and congress organisers individually and encouraged to provide a full paper to be considered for publishing subsequent to the congress.

Convenors, co-convenors and reviewers are asked to suggest appropriate journals and media for specific products incl. special issues.

Please send your selection of potential full papers and recommendations for appropriate journals and media to: Marcus.Lange@loicz.org