1.0 Guide for Session Proposal Reviewers

This guideline is intended to assist Section Presidents in selecting sessions for the annual meeting of the society by helping them to provide assessments on MARS, the AOGS online platform. The conference website's FAQ section under Support & Resources has information regarding MARS.

Please kindly complete reviews within the assigned deadline to ensure a smooth selection process. Thank you for your valuable contribution to the review process.

Program Committee
- The AOGS Secretary General is Program Chair
- All Section Presidents are Program Committee Members
- The deadlines are listed on the homepage of the conference website

A. Guidelines
1. Click on the URL below to log-in to MARS
   https://meetmatt-svr.net/Account/Login?ReturnUrl=%2F
2. Under Committee Options on the left menu, click on List under Session Proposals.
3. Choose the Section you oversee from the drop-down list, then click "List" to see the proposals that have been submitted to your Section. Make sure the option for the "Primary Section" is checked.
4. To read proposal details, click on the ID of the Session Proposal that you want to review.
5. To enter your decision, click "Review" next to "Session Proposal Status" at the top of the screen.
6. Select "Accept", "Reject" or "Merge", then enter any comments you may have. To save the decision, click "Save".
7. To review each session proposal, repeat steps 4 through 6 again.
8. The decisions made in MARS are tentative until all conveners are notified. This means that conveners do not have instant access to the review comments and decisions.
9. When the review outcome notification date approaches, an automated mechanism in MARS sends out the email alerts with the decision (see also section C of this document below).

B. Session Proposal Review Outcomes
1. Accept: The proposal for the session will be approved
   a. After that the proposal is listed in the session listing for the submission of abstracts.
   b. Under "Attendee Options" in MARS, conveners will be able to view the sessions that have been approved.
2. Reject: The Session Proposal will be rejected.
   Once a material is rejected, it cannot be revised and resubmitted to the conference.

3. Merge
   a. The Conveners whose sessions are to be combined will receive an email with an automatically generated message that includes the Section President's request.
   b. The Section President must notify the Secretariat for implementation if the request is accepted by both parties.

C. Activating the Review Outcome Emails
   1. Check the box next to the "Session Proposal ID" on the "List Session Proposals" landing page to choose those that have been reviewed and are ready for the review result to be delivered to the relevant conveners.
   2. Clicking on the option labeled "Finalize / Notify Conveners" at the top of the list will cause the system to automatically choose the session proposals that were marked in (1) above.
   3. To complete the review and notify the conveners via email, click the "Confirm" button.

D. Communicating with the Program Committee
As soon as the deadline for abstract submissions ends, the scientific program is developed. The number of submitted abstracts for each Section will determine how much meeting space each Section receives. Meeting space will be assigned to each Section President by the Program Chair. Please do not hesitate to contact the Section President with any requirements or requests.

E. Abstract Submissions and Review
Refer to "Guidelines for Reviewing Abstract Submissions"

F. Creating the Program for the Session and Section in MARS
Refer to "How to Schedule Presentations" guide.