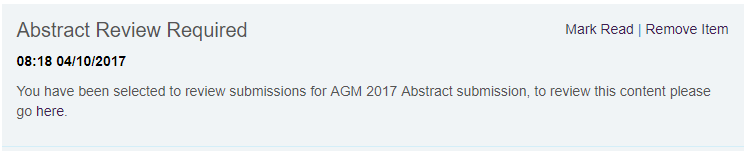
Dear Reviewer,

Please follow the instructions below to review and mark the 2017 AGM abstracts. You will need to go to the PSGBI website and log in. Once you have done this you will be taken to your locker, where you will see a message headed Abstract review required see below

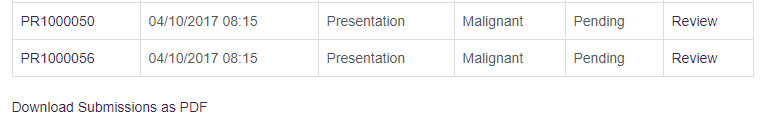
*(Please note, if you are taken to your membership information details, please complete the form and submit it, you will then be able to access your locker from the home page)*



Click the word here to open the reviews.

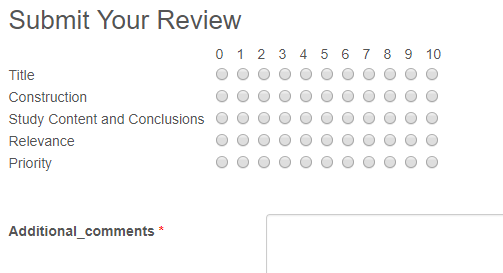
You will now see the list of reviews to be completed. To review and mark a submission, click the review link in the right hand column.





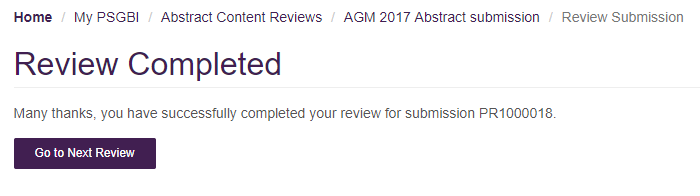
***You can if you wish download all the abstracts into a pdf file and mark them off line before going back into the review to mark them in the system. If you choose to do this, the marking criteria are shown below.***

When in the abstract submission, you will be able to read the abstract and them mark it accordingly, using the grid below. There is a dialogue box for you to add any comments as an addendum to the mark; this might be used to advise you think this should be a poster rather than a presentation. The lead person for the abstract review process will be able to advise you of this.

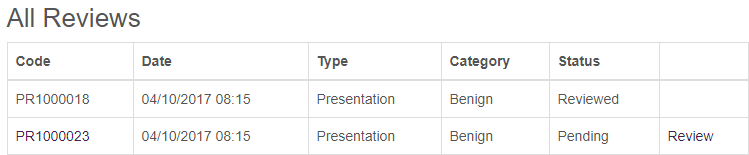


Once you have finished the marking, click submit review 

You will then see the message below.



You can now proceed to the next review or if you wish leave the review process to return later. If you return at another time to continue, you will see which abstracts have been reviewed and which are pending and still need to be completed.



Once you have completed all the reviews the system will inform the administrator that all reviews are dove and the next stage of the process can be completed.

Thank you.

If you have any questions or require further guidance please contact [steve@capabilitycloud.co.uk](mailto:steve@capabilitycloud.co.uk) for assistance.