

Subject: Abstract review process

Dear Madam or Sir.

This letter informs you about the Abstract Review Process for the 15th ISRM Congress (ISRM 2023). Thank you for being part of it.

For the paper management, we use the software provided by the company ConfTool GmbH. You can access the paper management platform via our congress homepage: [LINK](#)

As the review of submitted abstracts has to be done by the National Groups of ISRM, we create a reviewer account for each National Group and send you the login credentials. Please name us (via email to submission@isrm2023.com) **within the next 14 calendar days** the one email address you want us to consider for creating the reviewer account for your National Group (= review coordinator). There will be only one reviewer account for each National Group.

Abstract Review Process:

1. From mid-May 2022, we will assign submitted abstracts to the review coordinator (e.g., a submission from Brazil will be assigned to the reviewer responsible for the National Group in Brazil).
2. We send all abstracts from a National Group to the review coordinator. The review coordinator can then distribute the abstracts to individual reviewers the National Group has selected. If the review coordinator shares his/her login credentials, the individual reviewers can download the abstracts also from the paper management platform.
3. Each National Group performs its review of the abstracts (e.g., rating) internally and individually (and independent from the paper management platform). It is up to the National Group to decide upon, e.g., the review criteria and the rating system. Anyway, the topic of the abstract must fit into the session it has been submitted to. Otherwise, you may recommend shifting it to another session (see next list item No. 4).
4. From June 1st, 2022, to June 30th, 2022, review coordinators are asked to enter the review results into the paper management platform:
 - You can select three options: "Accepted", "Accepted, but shift to other session recommended", or "Rejected".
 - If you select "Accepted", you can inform (optional) the author(s) what he/she/they has/have to consider when preparing the full paper.
 - If you select "Accepted, but shift to other session recommended", please name the alternative session in the "Internal comments" field you think the abstract fits better.
 - If you reject the submission (Rejected), please outline the main reasons briefly in the "Comments for the Authors" field.



5. Based on the review results, in July 2022, the ISRM 2023 board will set up the preliminary program for the ISRM Congress.
6. The decisions upon acceptance of abstracts will be published beginning of August, 2022.

Consider:

- There are 16 sessions to which one can submit an abstract. Young scientists (below the age of 35) can request to have their submission considered for the Early Career Forum (Young Researchers) when they submit the abstract. All authors can name an alternative session during submission, if they think their abstract may fit also to this other session. This information, as well as your review, will help the ISRM 2023 board to complete the program.
- Authors don't see the reviewers' names. But the reviewers see the authors' names. It's a single blind review.
- When you enter and submit a review, you will receive a confirmation email automatically. This email comprises your decision. Note here that the three options are rated internally which you will see in the confirmation email: Accepted (10); Accepted, but shift to other session recommended (5); Rejected (0).
- At the online submission platform, the session timeout is 3 hours. The session timeout is the time that might pass between two actions (page calls). If the user does not make any actions within 3 hours, the user is logged out automatically. Unsaved user inputs are then lost.
- Each National Group will be informed separately by the ISRM 2023 scientific committee about the maximum number of papers it is allowed to accept according to the ISRM BY-LAW No. 4 ([LINK](#)).
- For the paper review process, the National Groups will be informed separately in time.

In case of technical questions or problems relating to the paper management platform, email submission@isrm2023.com. For questions relating to rules applying to the National Groups, email scientific-committee@isrm2023.com.

