

Guide to Abstract Reviewing

Version: 2026-01.1



For questions about the criteria and scoring rubric for this activity, please contact your program committee chair or the person who sent you this document.

For technical support inquiries, please use the “envelope Contact Support” button in the Web site footer, or send an e-mail to am_support@affinityced.com.

Thank you for committing to be an abstract reviewer for SMDM’s 48th Annual Meeting in Oslo. Your thoughtful consideration of the review criteria and timely completion of your review assignments will help ensure the activity is a success.

Please note that the Scientific Chairs have set a review deadline of **11 February 2026**. Reviews need to be completed before that date to ensure sufficient time for the program committee to take its next steps.

Conflicts of Interest

SMDM policies for assigning reviewers state that no reviewer will be assigned an abstract from a colleague at their own institution.

In addition, while reviews are blinded, you may be aware of work your colleagues have done. If you have questions about if your connection to an author constitutes a conflict of interest, or if you are unable to review an abstract due to a potential conflict of interest, please contact info@smdm.org.

Accessing the review portal

We recommend using a tablet or desktop computer to complete your reviews.

Log in to the review portal at the Web address below.

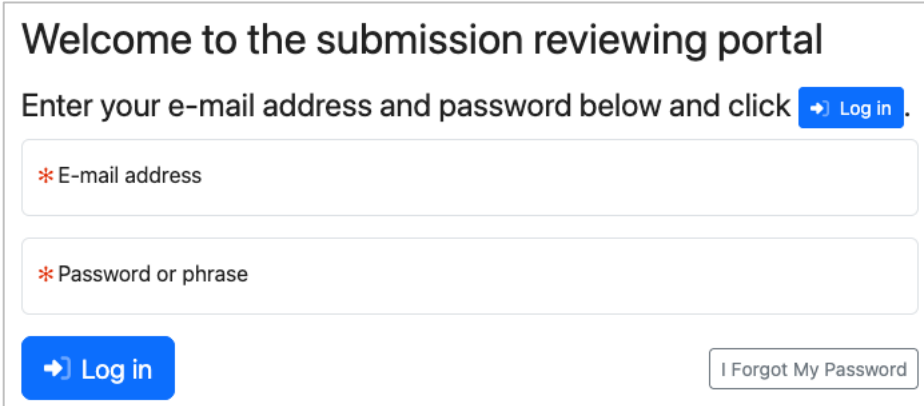
https://smdm.am.affinityced.com/reviewer_login.php

Enter your e-mail address and password to log in.

If you have reviewed submissions for us before or have submitted an abstract, symposium, or short course proposal, use the same e-mail address and password that you use to log into your submission home page.

If you are a new reviewer, your initial password will be “Reviewer”. If that does not work, please try your Surname as the password.

Click the “I Forgot My Password” button if you cannot recall your password.



The screenshot shows a login form titled "Welcome to the submission reviewing portal". Below the title, it says "Enter your e-mail address and password below and click [Log in](#)". There are two input fields: the first is labeled "* E-mail address" and the second is labeled "* Password or phrase". Below the first field is a blue "Log in" button with a right-pointing arrow. Below the second field is a button labeled "I Forgot My Password".



If you are already a reviewer for the activity, you can also access your assigned reviews from your submission home page. Click the “complete your assigned submission reviews” line under the activity’s title to get started.

[Click this sentence to complete your assigned submission reviews ...>](#)



Reviewing your assigned submissions

Once you have logged in, click on this link to see your reviews:

SMDM 48th Annual Meeting

L Live Course (In-person) activity in University of Oslo, Oslo, Norway from 28 June – 1 July 2026

[Click this sentence to complete your assigned submission reviews >>>](#)

You will see some informational text and a table listing all of the submissions you have been assigned to review.

Welcome, Submission Reviewer.

The 32 submissions that are available for your review are listed below.

i Please submit your reviews in a timely fashion to assist the review committee in making its final determination. You may revise any review until the committee has determined that the review period has completed.

Activity title appears here

Search

i You may need to scroll the table to see all of your assigned reviews.

Submission title, system ID, and other details	My review was on/Action
The submission's title appears here System ID 31762 Selected track: Submitter: Selected type: Submitted on: 	UPDATE REVIEW LAST SAVED ON 12 FEBRUARY 2025 WITHDRAW REVIEW
The submission's title appears here System ID 31787 Selected track: Submitter: Selected type: Submitted on: 	UPDATE REVIEW LAST SAVED ON 12 FEBRUARY 2025 WITHDRAW REVIEW
The submission's title appears here System ID 31852 Selected track: Submitter: Selected type: Submitted on: 	UPDATE REVIEW LAST SAVED ON 12 FEBRUARY 2025 WITHDRAW REVIEW
The submission's title appears here. Extremely long submission titles will wrap to a second line (or longer as need be). System ID 31896 Selected track: Submitter: Selected type: Submitted on: 	UPDATE REVIEW LAST SAVED ON 12 FEBRUARY 2025 WITHDRAW REVIEW
The submission's title appears here. Extremely long submission titles will wrap to a second line (or longer as need be). System ID 31929 Selected track: Submitter: Selected type: Submitted on: 	UPDATE REVIEW LAST SAVED ON 12 FEBRUARY 2025 WITHDRAW REVIEW
The submission's title appears here System ID 31922	UPDATE REVIEW LAST SAVED ON

Some information in the screen capture above has been removed or blurred to preserve privacy.

Start or update a review for a submission by clicking its title or the “REVIEW” or “UPDATE REVIEW” button under the “My review was on/Action” column.

Once you have initially saved a review, you can clear it by clicking the “**WITHDRAW REVIEW**” button.

Use the “sign-out Log out” link in the site navigation bar or page footer to log out.

Reviewing an individual submission



Comments can also be included. Responses to the comments section **are confidential** and are used by the Scientific Co-Chairs to aid in determining Oral Presentation selection. We encourage you to include concise comments regarding your thoughts about the abstract.

Your Review

The full contents of the submission you are reviewing are included to assist with your review. You can collapse the view by clicking “▼ Hide submission.”

Complete your review by filling in the requested information under the “Your review” section heading. SMDM uses a 1 – 10 scale ranking based on the following criteria:

Poor Range 1-3: Poorly written, poor science, should not be presented.

Fair Range 4-5: Fair Potentially interesting, perhaps a few methodological problems, but worthy of consideration for poster presentation.

Good Range 6-7: Good Science, interesting topic, well applied methods, highly likely to be accepted based upon scores for a poster session.

Excellent Range 8-9: Excellent methods, important topic, sound conclusions, this should be considered for oral presentation.

Outstanding 10: Excellent methods. A very important topic and should be presented as an oral presentation.

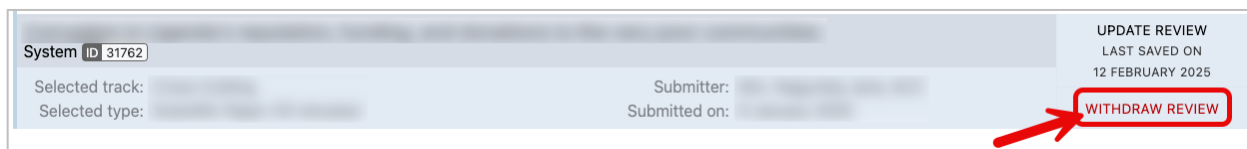
Comments may be included after selecting a ranking. Responses to the comments section are confidential and are used by the Scientific Co-Chairs to aid in determining Oral Presentation selection.

Click the large blue “Save My Review” button when you are done with your review.

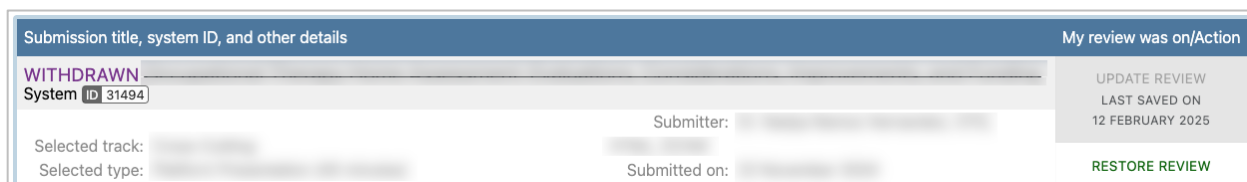
Managing your reviews

As you complete your assignments, you may need or want to revisit a completed review to update your response. You can do so at any time until the review period closes by selecting the submission in your list, just as when you initially reviewed it.

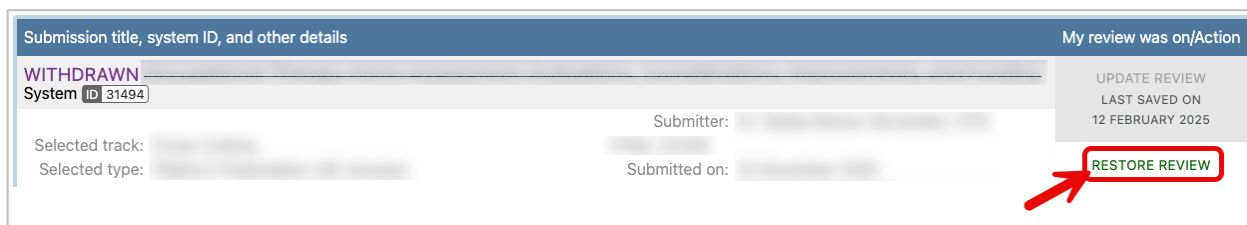
If, for some reason, you determine that your review should not be used by the program committee to determine suitability for further use, you can click the red **“WITHDRAW REVIEW”** button under the **“My review was on/Action”** column:



Withdrawn reviews are flagged in the assignment table to indicate their withdrawn status, and their titles are set in dark grey with a strikethrough line applied:



When you withdraw the review, its contents aren’t deleted; you can restore it, if you subsequently decide to do so, by clicking the green **“RESTORE REVIEW”** button that replaced the red **“WITHDRAW REVIEW”** button:



Would you like to review more abstracts?

If you have completed all your assigned abstracts and would like to review more, please contact info@smdm.org and we will assign more abstracts for you to review. Your contributions are greatly appreciated!

Thank you!