



## PA BROWNFIELDS CONFERENCE

### Abstract Review Guidelines

#### **Objective:**

The Planning Committee will review and rate the submitted PA Brownfields abstracts in order to provide the Planning Committee Chair with guidance in formatting the technical sessions. The Planning Committee Chair will follow the Planning Committee abstract ratings whenever possible, but may need to be creative in assembling complete sessions. The overall purpose is to provide a consistent approach to the rating and selection process. The grades from all the Planning Committee members will be averaged to determine the relative ranking of the abstracts.

#### **Overview:**

The abstract rating includes the following recommended guidelines:

- Topic – maximum of 2 points
- Content – maximum of 4 points
- Author – maximum of 2 points
- Discretion – maximum of 2 points

#### **Discussion:**

It is important to use a consistent method when rating – some have done this task for years and may have biases to certain subject areas or authors. There is no need to rate every abstract, especially if it is a subject that you do not have an expertise. If you are not rating an abstract, then enter ‘abstain’ in the appropriate cell.

Look for innovative or new technologies and naturally technical abstracts over commercial ones. The following guidelines have been used in the past or are recent comments from a Planning Committee meeting.

- ✓ Topic – technologies or issues felt to be of direct and current interest to the PA Brownfields audience; does this subject fit into a past or future session at the conference; does the topic make sense compared to the rest of the abstract
- ✓ Content – a well written and meaningful description of the proposed paper with new and / or innovative content; novel application of existing technology; follow up to prior PA Brownfields papers; technical rather than commercial presentation
- ✓ Author – prior track record at the PA Brownfields Conference or other technical conferences; solicited abstract by the Planning Committee or PA Brownfields Committee member; recognition in the industry / subject area
- ✓ Discretion – points can be awarded in this area for a number of reasons. Anywhere from an exceptional written abstract or subject to an excellent presenter. This is where the Planning Committee member uses past involvement in the conference to elevate abstracts that they deem to be very worthy of the conference.