2018 Peer Review Process

The goal of the Conference is to present a broadly-based program that speaks to the wide range of attendees with a balance of theory and practice, inviting new ideas and concepts that may stimulate additional interest, involvement and educational benefit. In keeping with ongoing membership discussions about diversity and inclusion, we have urged proposers to use the conference sessions as an opportunity to include new voices and offer diverse viewpoints.

Each reviewer receives a package of information that includes the evaluation criteria, the assigned proposals, and links to the online submission form. Proposals have been assigned based on the categories identified in each submission.

We ask that you provide comments and feedback on each of the proposals sent to you for review. **Comments are a critical part of the proposal review**. If you would like to add comments for additional proposals, your input is very welcome – but we do ask you to review at least the proposals assigned to you. This is to ensure that each proposal under consideration will have a number of comments.

Peer Review includes evaluating the overall quality of the proposal and considering these questions:

- Is the topic timely? Does it reflect current discussions in the field?
- Is there new information being presented?
- Is there an effort to bring in new voices and diverse viewpoints on the subject?
- How broad an audience does this topic speak to?
- Has the topic been discussed already or been repeated frequently?
- Is there a speaker outlined that is crucial to the success of the panel?
- If a single presenter, does the proposal outline a clear perspective?
- If a panel presentation, is this a balanced point of view presented or are there other areas to be considered?

Other Considerations

- AMIA policy is that speakers may only speak at two sessions during the conference. In the case of multiple proposals, comments about speakers are critical, especially when a speaker is essential to the success of a proposal.

- There are typically three programs offered in each time slot each day. Sessions should appeal to a number of attendees – please consider how broad or narrow a topic might be.
- Screening proposals included are for hotel viewing.
- If there are proposals that you feel overlap with others, please note it in your comments.

Content Balance

The Committee uses the peer review notes to program a balance of sessions and workshop topics. It is important that you note whether the proposals you review accurately reflect the categories they have identified. These general areas include, but aren't limited to:

Advocacy/Outreach	Digital Media	Operations/Leadership
Access	Digital Asset Mgmt.	Preservation
Case Study	Education	Programming/Curatorial
Cataloging/Metadata	Film History	Solutions/Problem Solving
Collections Content	Film	Technology
Development/Fundraising	Legal/Copyright/Privacy	