

## ACSA 110 Annual Meeting – Reviewer Information

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To: ELKIN, Daniel K [SD] <daniel.k.elkin@polyu.edu.hk>

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Dear Daniel,

Thank you for agreeing to serve as a reviewer for the [ACSA110 Annual Meeting](#). Your work is appreciated and important to preserving the integrity of ACSA and the blind peer-review process. The review period is now open and your abstract assignments are accessible online. You have been assigned up to 10 abstracts for reviews, depending on the popularity of your specialization. The abstract submissions are inclusive of both papers and projects, so you can expect to have a mix of both in your assignments. **Your assigned abstracts are accessible online and we request that you complete these reviews by Wednesday, July 21, 2021.** Following are instructions for accessing & reviewing the abstracts.

### INSTRUCTIONS

1. Visit <https://submissions2.miramsmart.com/ACSAConferences/110/ReviewerHome.aspx>. Click Enter Now and log in with your ACSA username and password.
2. Confirm you are in the Annual Meeting, ACSA 110.
3. Click Reviewer Home in the navigation bar.
4. Here you will see a list of submissions assigned to you. To complete a review, click Enter Review to the right of the submission.
5. Click View Abstract and Images to view the submission as a pop up.
6. Leave a rating and comments for the conference co-chairs and authors. If you recognize the work or have another conflict of interest, please indicate this by selecting Recuse from the recommendation dropdown menu.
7. Click Submit.

**Please provide comments in the spirit of collegiality and support; all authors will receive these constructive comments.** These comments are important to authors, especially because accepted authors will have the opportunity to revise their submission for publication & presentation at the conference. Your name will not be divulged to paper authors.

Author names and university affiliations should not appear in the submissions. If you encounter a submission in which this happens, please advise Michelle Sturges ([msturges@acsa-arch.org](mailto:msturges@acsa-arch.org)) of its ID number. You have the option to "recuse" yourself if you are unable to review the abstract objectively. In the case of affiliations, authors may have replaced school names or firm names with placeholders; these will be added back if the submission is accepted.

Please remember to complete your reviews by **Wednesday, July 21, 2021**. Should you have any questions, please do not hesitate to contact us.

Thank you,

Michelle Sturges

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