



## #OETC21 Session Proposal Review Process

Once you have submitted your session proposal, it will be reviewed by the OETC Session Reviewers. Session reviewers are selected from a pool of applicants received during a "Call for Session Reviewers" that occurs preceding the conference. Reviewers are selected based on their qualifications including, but not limited to, educational background, work experience, and familiarity with the subject matter of the session proposals that they are reviewing.

Reviews are completed using the OETC Scoring Rubric with each session being reviewed by at least three (3) separate reviewers. The average of these scores becomes the final score for the session.

Once the Peer Review Process is concluded, OETC uses the following criteria to make the final determination for accepting session proposals:

### **Session Proposal Score from the Peer Review Process**

All scored session proposals are listed from highest to lowest average score by conference track and topic. A tentative cut-off point is then determined based on the quantity of sessions that scored higher than the cut-off point.

### **Balanced Programming:**

To ensure that the diverse needs of our attendees are met, OETC strives to provide a programming schedule that is balanced, with a comparable number of sessions covering each track, topic, and skill level. Therefore, cut-off points determined by the session score are carefully evaluated and slightly adjusted to ensure a broad, well-blended and dynamic session schedule.

### **Additional Considerations:**

While making the final determination in the Session Proposal Review process, OETC verifies the following:

- 1) That session proposals have been reviewed by the Session Reviewers objectively using the Scoring Rubric provided by OETC;
- 2) That session proposals being considered are not "commercial" in nature with the purpose of promoting or selling a product or service to the conference attendees;
- 3) The Virtual Presenter has not been disqualified from participating in #OETC21 by defaulting on a previous OETC obligation (i.e., unpaid balance on an OETC account from previous years, non-compliance with agreed upon OETC terms and conditions, no-show as a past presenter, etc.); and
- 4) That the Virtual Presenter has read and followed instructions to complete the submission process correctly.