



## **FAQ for Reviewers**

### **Thinking about applying?**

#### **What does it mean to review a conference submission?**

Reviewing a conference presentation involves critiquing a written proposal of between 300-500 words and writing feedback for the presenter. The feedback is then used to decide if the presenter will be accepted to present at the conference.

#### **What kind of people would you like to become reviewers?**

We would like to attract people from across different sectors, professions and roles to be a part of the process. We are aiming to be inclusive and support information literacy. A good reviewer is articulate, honest and authentic in writing their feedback. They should be able to identify actionable feedback if necessary and identify rationale for their decisions in good time.

#### **Do I need to be an expert in IL to review conference presentations?**

Not at all. We are looking to expand the information literacy community and we are looking to include a variety of voices in our review process. Whatever stage you're at in your career, whether that's in libraries, learning technology, educational development, learning development, research or information management, we'd like to hear from you.

#### **Should I have prior experience of attending LILAC in order to review conference presentations?**

Experience of attending LILAC is helpful but not essential. It is helpful as you are familiar with the content and things that are popular for delegates, but we are keen for the information literacy community to expand and fresh eyes are crucial to that happening. The [archive of conference abstracts](#) is available to see what has been presented in previous years.

#### **What support/training will I get?**

There will be a short training event every year that we would expect you to attend to support you in the review process. This might be to practice writing a review or analysing a previous review.

### **When will I be needed and what would I have to do?**

#### **When in the year would I be expected to work?**

Mid-late November

### **How many presentations will I be asked to review?**

It depends on the number of submissions and available reviewers but usually 3-4.

### **What is the expected turnaround time for completing the reviews and how long should they be?**

The expected turnaround time is 10-14 days, each review could take up to 20 minutes each to complete. The length of the review will depend on the type of presentation and the amount of detail the reviewer provides against each of the criteria. A rule of thumb is to not make the review much longer than the proposal.

### **Will I need access to any specialist systems/software?**

No. You will be notified that you have presentations to review by email and you will be directed to a weblink to access them.

### **How many conferences am I committing to be a reviewer for?**

We will contact you every year in September/October and ask if you want to be considered for inclusion in the reviews for that year. There is no obligation for you to agree and we know that people have varying workloads and commitments, so it is okay for you to tell us that you can't do it in a particular year. Also, we don't mind if you try it and then decide it isn't for you. We would like you to take part in a 'refresh' session each year once you have agreed to take part. This will be a light approach.

### **Will anyone know who I am? Will my name and institution be on a website?**

The presenters do not know who provided their individual feedback. We will want to publish your name and institution as part of a list of all reviewers on the conference web site. This would be something that you can point towards, should you need to, for professional development.

## **What is involved in the review process?**

### **How is the review process organised by the Programme Team? And how does this feed into the conference?**

The Programme Team accept the proposals and then the system will allocate reviewers randomly from the reviewer directory. You submit your feedback through a form in the system and then the Team can see all of the reviews. They will then go through each of the reviews and make final decisions, bearing in mind the whole of the conference programme, before settling on accepts/declines and most notable amends. The amends are where the Team might see potential – then we rely upon your review and sometimes further guidance to finalise a proposal.

### **How will I know that the presentation is relevant/appropriate to the conference?**

There is [set criteria](#) that the presentations should be reviewed against, anyone submitting a presentation can also refer to it. We ask you to consider four separate elements - rigour, originality, method and contribution - alongside a clear and explicit information literacy connection.

### **If the abstract includes a mini literature review, do I need to assess the applicability of the evidence cited?**

Yes, to some extent. If evidence is being used in a proposal then it serves a purpose, there should be enough to convince you that what is being proposed meets the criteria outlined below. So it needs to be relevant and purposeful, you do not have to review the literature selected but you may question its presence.

**Do I have to decide if a presentation is suitable for the conference?**

Yes, the reviewer decides about the suitability of a presentation from four options:

- Suitable for inclusion at LILAC as submitted
- Suitable for inclusion at LILAC but suggest an alternative presentation type
- Suitable for inclusion at LILAC with specified amendments
- Unsuitable for inclusion at LILAC

**How will I know if the topic/area has been covered in a previous year's paper?**

The [archive of conference abstracts](#) is available to see what has been presented in previous years and you can also view slides.

**What do I do if there is a conflict of interest?**

You should declare any conflict of interest, there is a box on the system page to do this really easily. The presentation will be reallocated to another reviewer and you will be sent a different one instead. If you are concerned you can contact the Programme Team immediately.

**Will I get constructive feedback about the reviews that I have completed?**

We would really like to be able to offer this but given that the Programme Team have to communicate with all of the presenters within a short period of time this is difficult for us to do right now. For now it would be something that we could look to support in the future.

**Is there a point of contact if I need support/help?**

Yes! You can contact the Programme Team [help@lilacconference.com](mailto:help@lilacconference.com) and there will be a training event to support and help you if you have not done this before or if you have!