

Dear Reviewer,

thank you for your contribution to the TEEB conference 2012!

The review process will take place online, through the same conference management system that has handled the submission of abstracts and that will handle the conference registration and billing.

This is a brief tutorial to help you find your way through the system.

For any doubts, questions and issues, feel free to contact us at

teeb-conference-2012@ufz.de

Your local conference organizing committee.



The screenshot shows the TEEB Conference 2012 website. The header includes the conference logo and the Helmholtz Centre for Environmental Research - UFZ logo. The main content area is titled "The Economics of Ecosystems and Biodiversity" and "TEEB Conference 2012", with dates "March 19-22, 2012, Leipzig, Germany".

On the left, there is a "Registration" section with fields for "Username:" and "Password:", a "Login" button, and links for "Create a new account" and "Retrieve your password".

The main text area contains the following information:

- How to submit an abstract**
- Deadline for abstract submission is **Friday, October 14, 2011**.
- Prospective participants are encouraged to submit **one** abstracts (appr. 400 words) for individual presentations (oral and poster) and/or coordinated sessions. You can write your abstract directly in the textfield. If you submit more than one abstract, your last submission will be reviewed. The document should not extend 3.000 characters or respectively appr. 400 words. Conference language is English.
- In case you wish to propose a coordinated session, we ask you to submit an abstract with the summary of the session. Please indicate "Session Proposal" in the box "Preferred kind of presentation". Abstracts of the individual contributions referring to that proposal shall be submitted as well, singularly, and clearly indicating the topic of the session proposal they refer to. In this case, please chose "Abstracts for coordinated session" in the box "paper topic".
- The system has been optimized for Mozilla Firefox which is available for free at <http://www.mozilla.org>. Please download Mozilla Firefox if you have not done so yet.

At the bottom of the main text area, there are links: "back", "recommend site", and "print content".

At the very bottom, there is a copyright notice: "© 2011 Converte is a registered trademark of lombego systems GmbH".

- To use our online abstract submission and registration system, you will need an internet browser. The system has been optimized for **Mozilla Firefox** which is available for free at <http://www.mozilla.org>.

- Please download Mozilla Firefox if you have not done so yet. After having opened Firefox, please visit

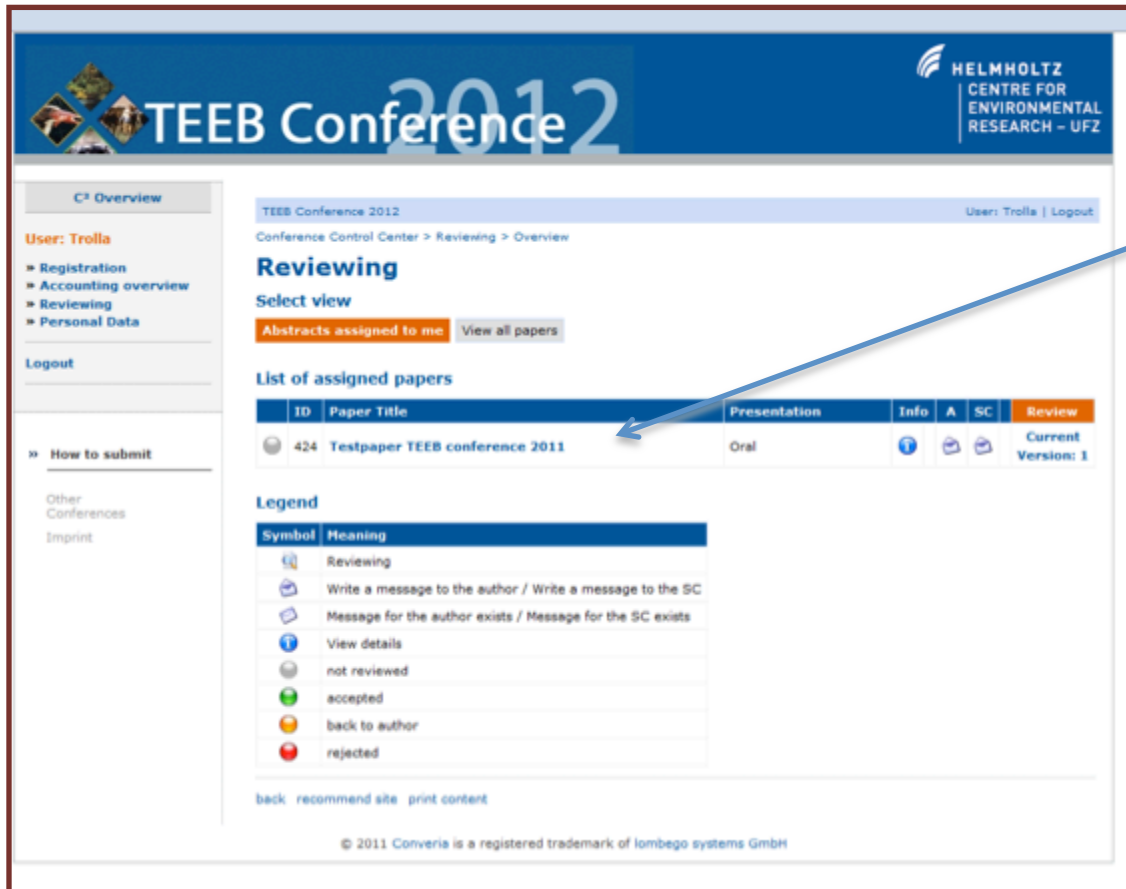
<https://conference.ufz.de/frontend/?sub=18>

- Please enter here your Username and your Password and press the Login button.

The screenshot displays the 'C³ - Conference Control Center' interface for the TEB Conference 2012. The user is logged in as 'Trolla'. The main navigation menu on the left includes 'Registration overview', 'Accounting overview', and 'Personal Data'. The central content area is divided into several functional blocks: 'Conference registration' (with 'Register' and 'Show schedule' options), 'Paper Submission' (with 'View your papers' and a note that 'Papersubmission is currently not active'), 'Personal Data' (with 'Change Personal Data' and 'Change my password' options), and 'Reviewing' (with 'Review assigned abstracts' and 'View competence' options). A blue arrow points to the 'Review assigned abstracts' link in the 'Reviewing' section.

- On the next screen in the Review menu, please click on “Review assigned abstracts”.

On the next screen, you may take your choice whether you would like to have a glance at all abstracts submitted or whether you prefer to view only those abstracts assigned to you.



TEEB Conference 2012

HELMHOLTZ CENTRE FOR ENVIRONMENTAL RESEARCH - UFZ

C² Overview

User: Trolia | Logout

TEEB Conference 2012

Conference Control Center > Reviewing > Overview

Reviewing

Select view

Abstracts assigned to me | View all papers

List of assigned papers

| ID | Paper Title | Presentation | Info | A | SC | Review |
|-----|--------------------------------|--------------|------|---|----|--------------------|
| 424 | Testpaper TEEB conference 2011 | Oral | | | | Current Version: 1 |


Legend

| Symbol | Meaning |
|--------|---|
| | Reviewing |
| | Write a message to the author / Write a message to the SC |
| | Message for the author exists / Message for the SC exists |
| | View details |
| | not reviewed |
| | accepted |
| | back to author |
| | rejected |

back | recommend site | print content

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- In this list, following information is shown:
- **ID:** each abstract has its unique abstract ID.
- **Paper title:** by clicking on the title of an abstract, you will get detailed abstract information (please see next page).
- **Presentation:** the kind of presentation is either oral, poster or session proposal.
- **Info:** Pressing produces the same result as clicking on the paper title – you will get more detailed abstract information (please see next page) /
- **A & SC:** Here you can leave either messages for the authors (please be reminded that your identity is unknown to the authors) or for the scientific committee.
- **Review:** in this column you can find information on how many versions of an abstract the author has uploaded i.e. how often he / she made changes to his / her abstract. However, only the recent version is available. Hence the review is not open yet, you may click here but there are no more functions to discover for now.



The screenshot shows the 'Reviewing' section of the TEEB Conference 2012 website. The user is logged in as 'Trolla'. The interface includes a navigation menu on the left with options like 'Registration', 'Accounting overview', 'Reviewing', and 'Personal Data'. The main content area displays a table of papers for review. The selected paper is 'Testpaper TEEB conference 2011' with ID 424, presented orally. Below the table, there are buttons for 'Review this paper' and 'View all papers'. The detailed view of the paper shows a 'Topics' section and a large block of placeholder text.

TEEB Conference 2012 HELMHOLTZ CENTRE FOR ENVIRONMENTAL RESEARCH - UFZ

User: Trolla | Logout

Conference Control Center > Reviewing > Paper Info

Reviewing

View detailed paper information

| ID | Paper Title | Presentation | Info | A | SC | Review |
|-----|--------------------------------|--------------|------|---|----|--------------------|
| 424 | Testpaper TEEB conference 2011 | Oral | | | | Current Version: 1 |

Select view: Abstracts assigned to me | View all papers

Detailed paper information: Testpaper TEEB conference 2011

Topics

[» Review this paper](#)

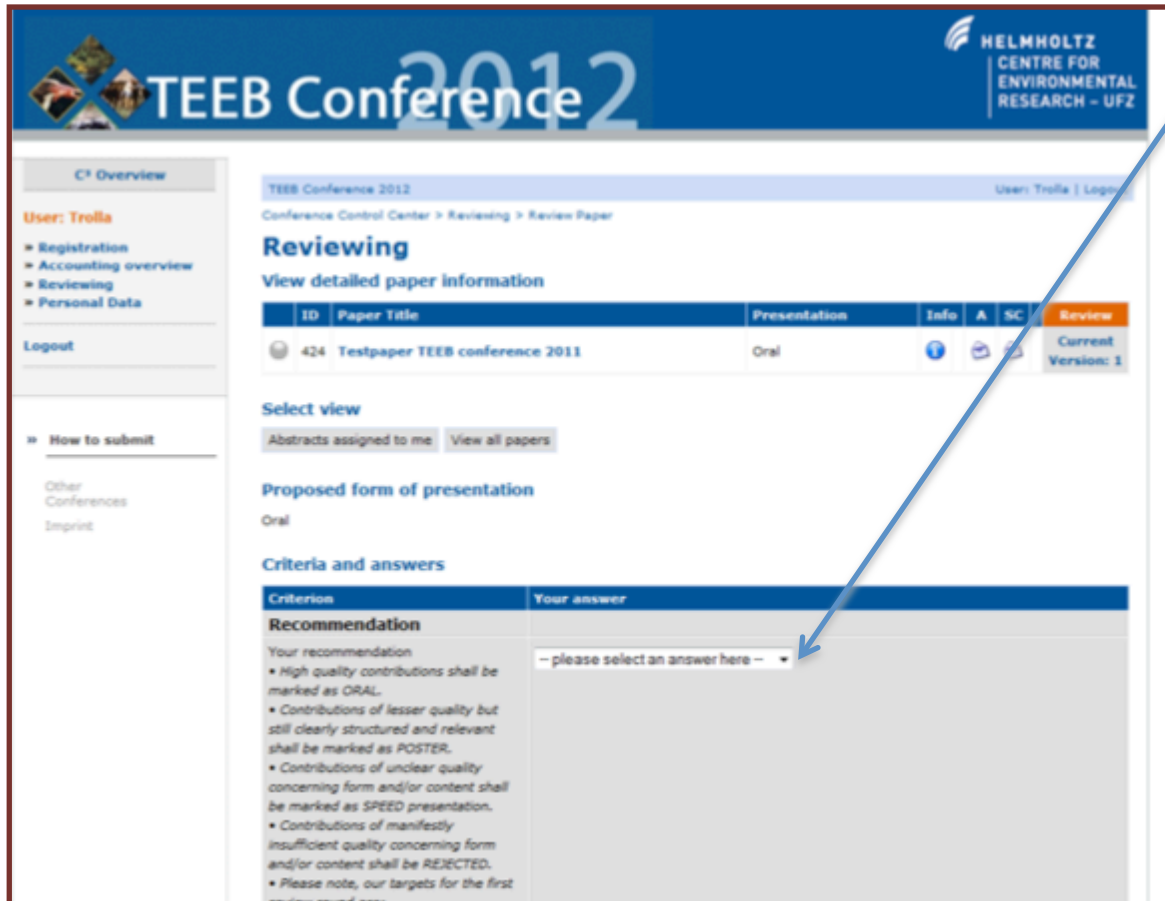
Etiam lorem libero, consectetur a, congue eu, tincidunt a, tellus. Nam vel massa. Morbi eget quam ac arcu porttitor lobortis. Duis eu risus ut ligula pretium laoreet. Pellentesque est est, tempor ac, ornare blandit, ultricies eget, felis. Aliquam erat volutpat. Ut nec mi eget ligula sagittis sagittis. Vestibulum sollicitudin hendrerit tortor. Duis malesuada, ante nec molestie scelerisque, lectus nibh malesuada ante, vel vehicula lorem ligula in ligula. Phasellus libero odio, porttitor rhoncus, iaculis non, fermentum in, justo. Praesent quis sapien. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Sed mattis. Mauris et felis eget libero pretium tristique. Ut non elit id metus tempus suscipit.

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Etiam lorem libero, consectetur a, congue eu, tincidunt a, tellus. Nam vel massa. Morbi eget quam ac arcu porttitor lobortis. Duis eu risus ut ligula pretium laoreet. Pellentesque est est, tempor ac, ornare blandit, ultricies eget, felis. Aliquam erat volutpat. Ut nec mi eget ligula sagittis sagittis. Vestibulum sollicitudin hendrerit tortor. Duis malesuada, ante nec molestie scelerisque, lectus nibh malesuada ante, vel vehicula lorem ligula in ligula. Phasellus libero odio, porttitor rhoncus, iaculis non, fermentum in, justo. Praesent quis sapien. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Sed mattis. Mauris et felis eget libero pretium tristique. Ut non elit id metus tempus suscipit.

- On this screen you will find the detailed information of the chosen abstract (by clicking on the title of the paper or on the icon).
- Please click on “Review this paper”.

The next screen contains the abstract review form. You can see the different evaluation criteria. A drop down menu will allow you to enter a score for each of them.



You will find the following criteria:

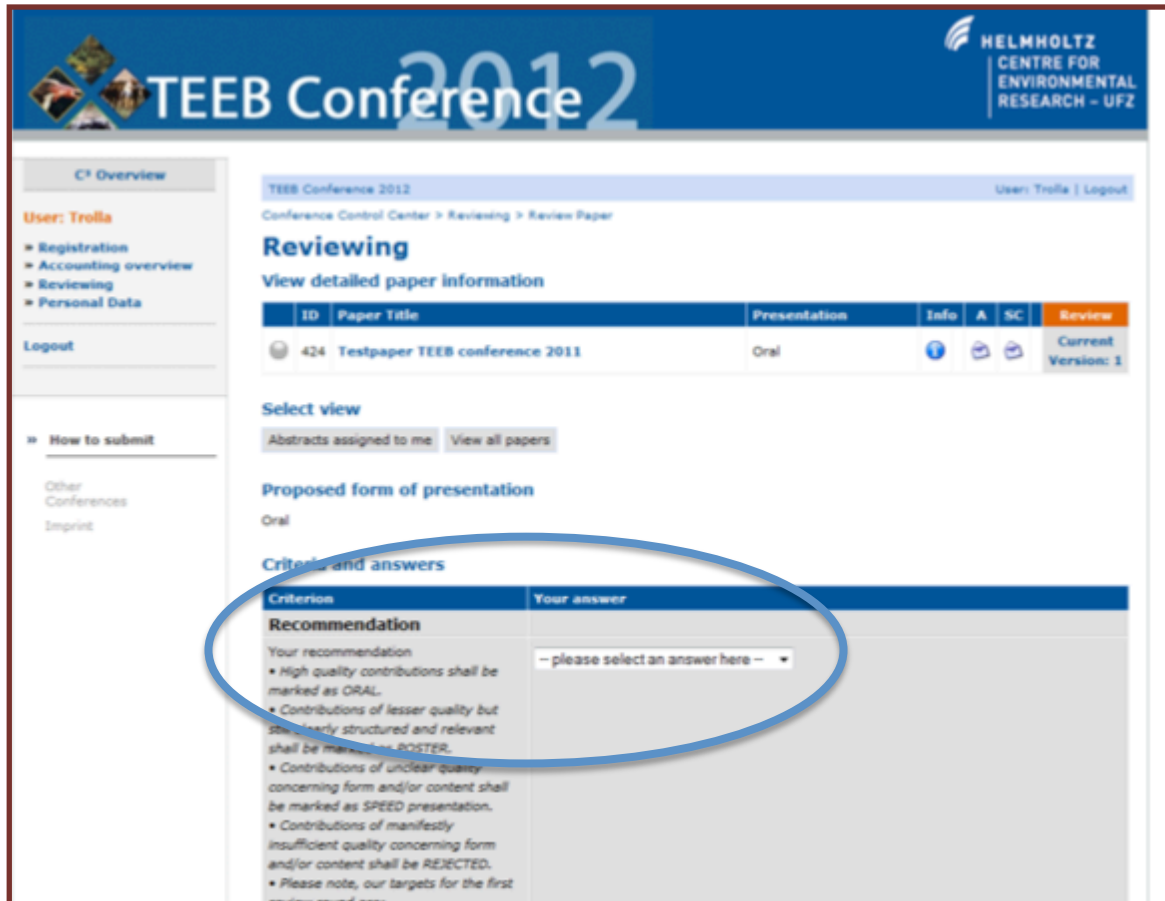
- Quality of the Contribution
 - Originality
 - Clarity of the structure
 - Clarity of the language
 - Relevance for policy and decision-making
- Recommendation

Please note:

In some cases, the “Recommendation” field shows up on top and “Quality of the Contribution” comes later (as in the picture on the left).

Regardless of the order to which criteria show up on your screen, we suggest you go through the list and start from the different criteria under “Quality of the Contribution”.

These criteria will help you structure your thoughts, but they have NO EFFECT on the final decision, which is up to your judgment and can be entered in the “Recommendation” field



technical/academic debates?
 • Is the abstract explicit about that?

Topics

| Actor | Topics |
|----------------------------------|--|
| Author topics | |
| Your topic recommendation | <p>Mandatory</p> <p>2.-Mainstreaming-the-value-of-Biodiversity:-TEEB-and-the-implementation-of-the... ▾</p> <p>Optional</p> <p>1.-Demonstrating-and-leveraging-the-value-of-nature-at-the-national-and-regional... ▾</p> |

In case you recommend the paper to be revised by the author, please leave a message stating in which aspects the paper should be revised. On the next page you will find the corresponding form.

[» Submit reviewing](#)

- Once you have selected your answers, you can also recommend an optional topic. To finalize your review please click on „Submit reviewing“

- After finalizing you can leave a message for the author (**OPTIONAL**: you can leave it blank) and click „Safe“.

C¹ Overview

TEEB Conference 2012 User: Trolia | Logout

Conference Control Center > Reviewing > Review Paper > Author message

Your data has been saved.

Reviewing

Select view

Abstracts assigned to me View all papers

Leave a message for the author

[Save](#)

- The next screen allows you to leave a message to the scientific committee, which cannot be seen by the author (**OPTIONAL**: you can leave it blank).

- After clicking again the „Save“-Button you have finished the review process for this abstract.

Thank you!