## **REVIEWING PROCESS FOR NOVATECH 2026**

Thank you for your involvement in the abstract selection process for the Novatech 2026 conference.



You have received an e-mail inviting you to the Novatech reviewers' portal.

Each reviewer has his or her own review portal, linked to his or her e-mail address.

The portal can be found at the following address:

https://novatech2026.zcrmportals.eu/portal/NOVATECH2026/crm/login.sas

Once your portal has been activated by creating your password, you can follow the procedure below.

If you have any questions, please do not hesitate to contact us at laure.dumonte@graie.org or +33(0)4 72 43 83 68.

#### Step 1 - Connect to the portal

https://novatech2026.zcrmportals.eu/portal/NOVATECH2026/crm/login.sas

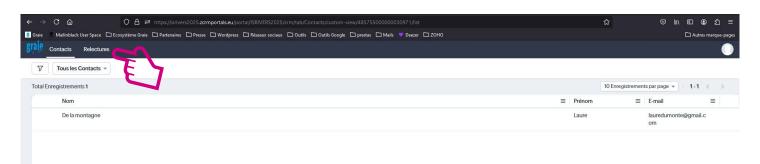
- · Id: your e-mail address
- · Password : created by you when you activated your access



# Step 2 - The portal opens on the Contacts tab

This tab shows you contact information.

Click on the tab called « Relectures » to access the abstracts you need to review and score.

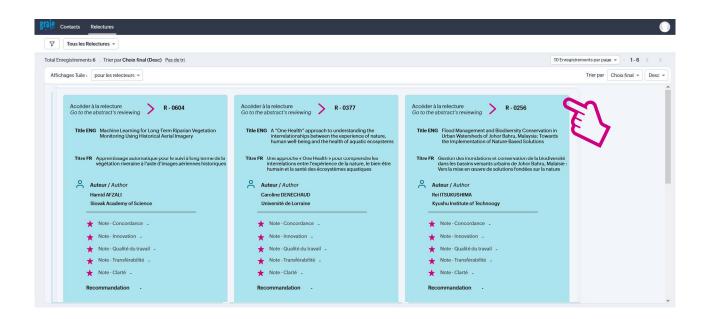


#### Step 3 - The Reviews tab (Relectures)

This is where you'll find all the abstracts that you have been assigned to review.

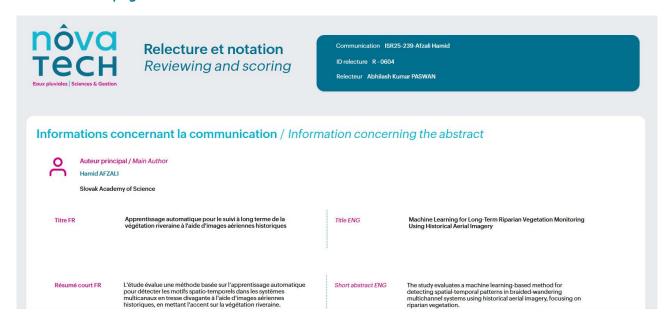
To access a reviewing page, click on the number R-...

You can quickly see which abstracts have already been marked.



#### Step 4 - Read the abstract to review

The Reviewing page that opens contains the main information about the communication you are to evaluate. **Scroll down the page to find out more.** 



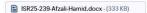
## Step 5 - Download the extended abstract

Click on the  $\stackrel{f \bot}{}$  symbol on the right to download the document (text format).

Please open the communication file in your word processing application, as online viewing may block certain elements (images, layout, etc.).



Téléchargez ici le fichier de la communication / Download the full abstract below

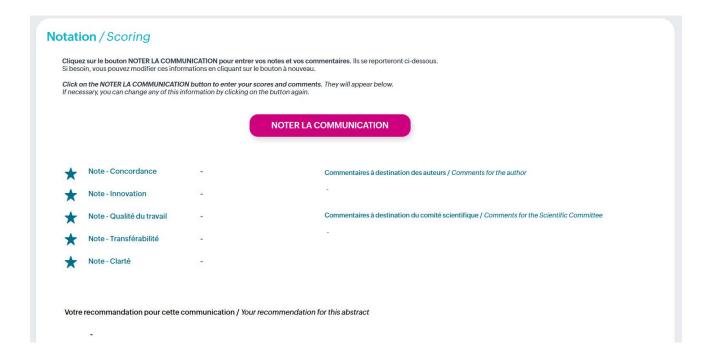


### Step 6 - Mark the abstract

Click on the button entitled **NOTER LA COMMUNICATION** to open the marking form.

Abstracts are evaluated according to the following criteria:

- · Consistency with the conference themes,
- · Innovation (originality of approach, interest of subject, results never presented before, etc.),
- · Quality of the work presented (including bibliographical references for scientific papers),
- · Transferability of information and experience,
- · Clarity of the proposal (approach, objectives, conclusions and quality of writing).



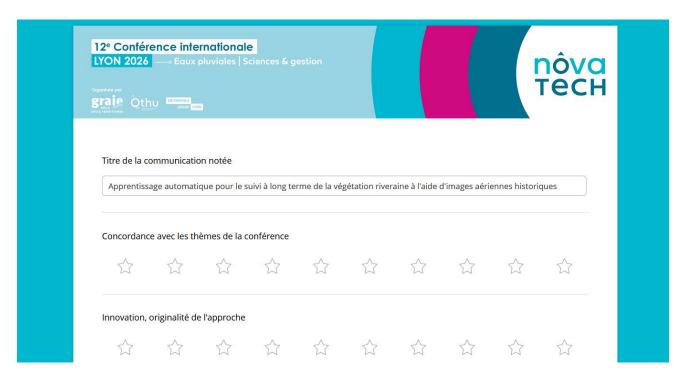
## Step 7 - The marking form

Authorize pop-ups to open the form.

You will find the title of the paper to be rated as a reminder.

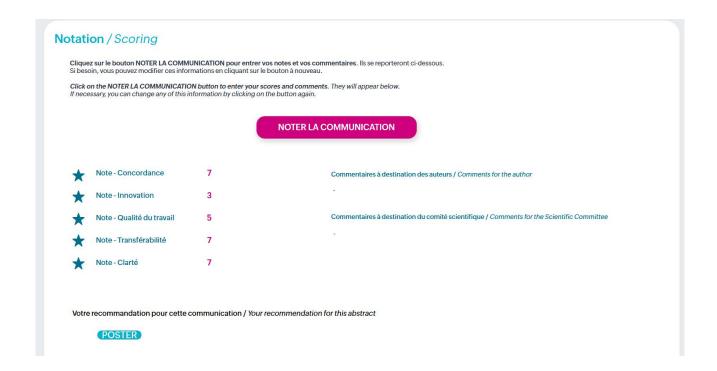
Enter marks from 1 to 10 for each selection criterion, along with your comments for the author and/or the scientific committee, then click on Submit.

You can modify your rating in this form or directly in the review, if required.



#### Step 8 - The grades are updated

Grades and comments are automatically transferred to the review page (refresh the page to display them).



## YOU CAN MOVE ON TO THE NEXT ABSTRACT!

Click on the "Back to your reviewings list" arrow to evaluate the next one.

