

Guidelines for Review Panel Members

*The First International Subtайн University Medical Education Conference ISUMEC
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To ensure the smooth organization and professional quality of all scientific sessions, review panel members and session chairs are kindly requested to follow the instructions below carefully.

1. Time Management and Session Discipline

- Each Short Communication presenter will have 7 minutes for presentation and 3 minutes for questions and answers.
 - A 2-minute warning will be given before the end of the 7-minute presentation.
 - The presentation will be stopped exactly at 7 minutes, and no extra time will be granted under any circumstances.
- Each Poster Presentation speaker will have 3 minutes for presentation and 2 minutes for questions and answers.
 - A 1-minute warning will be given before the end of the 3-minute presentation.
 - The presentation will be stopped exactly at 3 minutes, and no additional time will be allowed.
- Strict adherence to the schedule is mandatory to maintain the integrity of the program.

2. Attendance and Presentation Order

- All presenters are required to remain present throughout their entire session.
- Presentations must proceed in the order specified in the conference program.
- If a presenter is absent when called, their presentation will be moved to the end of the session list. They will only be allowed to present if time permits at the end.

3. PowerPoint Submission Policy

- All presenters must submit their PowerPoint files in advance to the Preview Room and confirm that their files have been uploaded successfully to the conference cloud system.
- Uploading PowerPoint files via USB flash drive in the session room is strictly prohibited.

4. Mounted Poster Evaluation

- The Mounted Poster Review Committee will evaluate all posters on Day 2 using the Mounted Poster Evaluation Form.
- Following their review meeting on Day 3, the committee will announce one Best Mounted Poster to the conference secretariat for award consideration.

5. Role of Review Panel Members

- The review panel will evaluate each presentation using the official evaluation forms.
- At the end of each Short Communication session, the panel will select two top presentations.
- At the end of each Poster Presentation session, the panel will select one top presentation.
- One designated representative from each review panel will attend a final selection meeting on Day 3 (October 27, 10:00–12:00) at:
Third Floor, Section D: Small Groups Hall (SU: F3) to determine:
 - The Best Short Communication Presentation (from 8 session winners)
 - The Best Poster Presentation (from 2 session winners)
- The selected presentations will be recognized and awarded during the Closing Ceremony.

6. Confidentiality and Professional Conduct

- All review processes are strictly confidential.
- Reviewers are expected to uphold professional, unbiased, and ethical evaluation standards at all times.

7. Suggested Roles within Each Review Panel

It is recommended that each review panel assign specific responsibilities to ensure session efficiency:

- Panel Chair: Leads the session and maintains timing discipline.
- Timekeeper: Monitors presentation and discussion times.
- Coordinator: Ensures smooth communication and manages presenter order.

8. Language and Substitution Policy

- All presentations must be delivered in English. Presentations in other languages will not be permitted.
- Presenters may nominate a substitute speaker to deliver their presentation; however, the certificate of presentation will only be issued in the name of the original presenter listed in the conference program.

9. Post-Session Deliberation

- After each session, the review panel should hold a brief meeting to discuss and finalize the selected top presentations.
- The panel should then submit the files of the selected presentations to their representative for use in the final review meeting on Day 3.