



You may download this document to have it on hand as a reference as you complete your reviews. Alternatively, it is available in the review portal under 'WAM 2025 Reviewer Resources' (located in the index on the left).

INSTRUCTIONS FOR ACCESSING AND REVIEWING YOUR ASSIGNED WAM 2025 SUBMISSIONS

In order to access the review system, you will require your Conference Manager 2.0 login details that you used to submit your own abstract. If you have forgotten your password, simply click the *Forgot my Password* link for a reset email to be sent to you. If you do not receive this email within an hour, please check your junk mail folder/clutter box and then [contact us](#). Some universities and government mail systems have spam filters that block the password reset emails.

Steps to Complete Your Reviews:

1. Please click on the following link to log in and review abstracts that have been assigned to you – see screenshot below for location of forgot password link:

<https://my.confmanager.com/community/26/login>

Western Academy of Management

Western Academy of Management

Login

If you already have a Conference Manager account, log in to **Western Academy of Management (WAM)** by entering your email address and password and clicking **Login**.

Email Address *

Please enter your email address

Password *

Please enter your password

Remember Me on this Device

Login

New Users

If you don't have a Conference Manager account, click the link below to create one now.

Create User Profile

Exhibitor Login

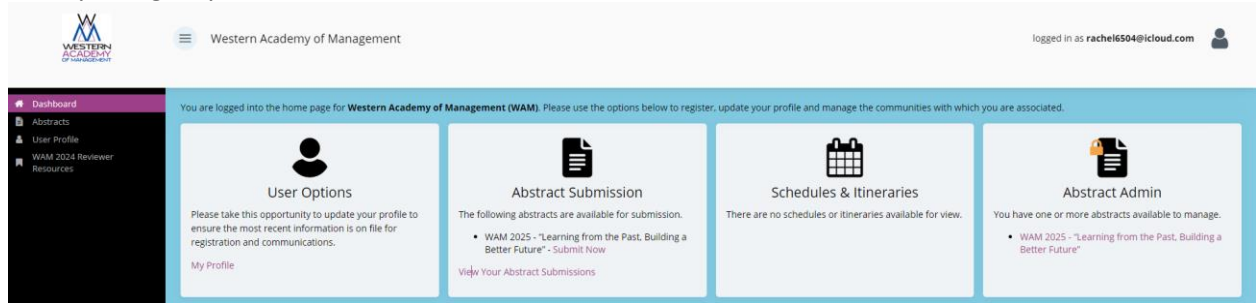
Are you an exhibitor? Click the link below to get logged in.

Exhibitor Login

Forgot Password

Forgot Password

2. Once you log in, you will see the “Dashboard” screen.



3. Click the Abstracts tab on the left side of the screen (circled in red below).

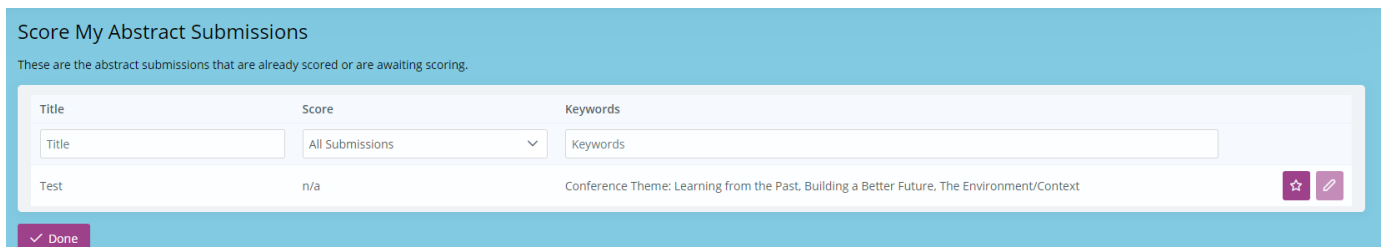


Then choose the option that says **WAM 2025 – “Learning from the Past, Building a Better Future”** by selecting the **purple box with a gauge** on the right side of the screen (circled above in purple).

4. You will then choose the hyperlinked phrase, **Score My Abstracts**, to access the submissions you’ve been assigned.



5. Finally, click the **purple box with a star** to review the specific abstracts assigned to you. If you need to edit your scoring or comments, select the star again. **Please note that the purple pencil button will be “grayed” out for you, as you are not permitted to edit the submission.**



6. Once you have access to the specific submission, you will see the following:

- Abstract Submission Information (Abstract Title; Abstract Details)
- Author Information is hidden and not available to you as a Reviewer; please [email us](#) if this is not so

- Additional Information: Please click on the document in the 'Files' field which will download this file to your computer for you to review.

Abstract Scoring

Here are the details associated with the abstract submission **Test**. To score this submission, review the information below, then scroll down to the scoring section.

Abstract Submission Information

Title
Test

Details
This is a test submission

Author Information

Author #1 Name
Author name hidden *

Author #2 Name
Author name hidden *

Author #1 Biography
Author biography hidden *

Author #2 Biography
Author biography hidden *

Additional Information

Submitted Format
Traditional Paper

Accepted Format
Traditional Paper

Keywords
Conference Theme: Learning from the Past, Building a Better Future, The Environment/Context

Files
Traditional Paper

*One or more files have been hidden as per blinding rules.

7. Once reviewed, please submit a numerical score to rate the submission. Please select from 1 to 5, with 5 being the best.
8. Please provide your comments to the Track Chairs in the 'Comment to Lead Reviewers' box. These comments will not be seen by the submitting authors but will be used by the Track Chair (along with your score) to make their recommendation to the Program Chair.

You may also make comments to the authors which will be conveyed to them without identification of the reviewer. Track Chairs will also have access to your comments to the authors.

Complete the scoring form below, then click **Submit**.

Abstract Submission Score

Score 2 / 5

Final Score: 2.00

Abstract Submission Comments

Comment to Authors

Comment to Lead Reviewers

9. Please click on the SUBMIT button to save your review.