

SciVirtual — User Guide for Experts

SciVirtual Team

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1. Overview

As an **Expert** (also called Topic Reviewer or Theme Specialist), you are assigned one or more topics on one or more events. Your role consists of:

- Reviewing presentations submitted under your assigned topics.
- Accepting or rejecting each submission with constructive feedback.
- Selecting the **best presentation** for each topic (among the accepted ones).
- Filling out the topic **evaluation report (informe)** and, for the chosen best presentation, the **publication endorsement (aval)**.
- Interacting with authors through the comments section.
- Exporting topic-level data when needed.

You receive **email notifications** when a new presentation is submitted to a topic under your supervision.

2. Becoming an Expert

The Expert role is assigned by an **Administrator** or **Coordinator**:

1. An administrator creates your account (or updates your existing account) with `ROLE_EXPERT`.
2. A coordinator assigns you to specific topics under events via the **Assign Experts** page.
3. Once assigned, you can access the Expert Hub and see your pending reviews.

Being assigned as the expert for an event also grants you a complimentary (free) registration for that event.

3. My Account, Language and Theme

Manage your profile at `/account` (**My Account** link in the header or dashboard):

- Update your full name, preferred language, timezone, and **theme** (Brand, Dark, or Light).
- Change or set your password.

Language (EN/ES) and theme can also be changed from the header selectors. The theme is saved in a cookie and, once you are logged in, on your account as well.

4. Accessing the Expert Hub

After logging in, you have two ways to reach your review queue:

- **Dashboard** (`/dashboard`) → scroll to the **Expert Review Queue** section, which shows pending presentations with a “Review Now” link for each one.
- **Expert Hub** (`/expert`) — the dedicated review panel (reachable from the dashboard quick links or directly by URL).

4.1 Expert Hub Structure

The Expert Hub has two main sections:

Review Queue A table of all **Submitted** presentations under your assigned topics that are awaiting review:

Column	Description
Presentation	Title (clickable link to the review page).
Event	The event this presentation belongs to.
Topic	The topic you are reviewing.
Submitted	Submission date.
Action	“Review” button that links to <code>/expert/review/{id}</code> .

If there are no pending reviews, a message confirms: **No pending reviews**.

Best Presentation Selection For each of your assigned topics that has accepted presentations:

Column	Description
Topic	Topic name.
Accepted	Number of accepted presentations.
Current Best	Title of the currently selected best presentation (if any).
Choose Best	Link to <code>/expert/topics/{topicId}/best</code> to select or change the best pick.

Column	Description
Export	Link to <code>/expert/topics/{topicId}/export</code> to download a ZIP of the topic's data.

At the bottom of the hub there is also a link to the **Expert Handbook** (`/experto`) with guidance on the report and endorsement forms.

5. Reviewing a Presentation

Click the **Review** button next to a presentation in the queue, or navigate to `/expert/review/{id}`.

5.1 Review Page Contents

The review page shows:

Section	Content
Presentation Title	The submitted title.
Event	Link to the event page.
Topic	The topic name.
Status	Current status badge (SUBMITTED).
Abstract	Full abstract text.
File Actions	Two options:
— Download	Downloads the original PPT/PPTX file.
— View in Browser	Opens the Microsoft Office Online viewer (no download needed).
Review Form	The decision form (described below).

5.2 Review Form Fields

Field	Type	Required?	Description
Decision	Radio buttons	Yes	Choose Accept or Reject .
Rejection Reason	Text area	Required if Rejecting	Explain why the presentation was not accepted. This is visible to the author.
Notes to Author	Text area	No	Constructive feedback, improvement suggestions, or comments. Visible to the author on the Presentation Status page.

5.3 Submitting Your Review

Click **Submit Review** to finalize your decision. The system:

- Records the decision in the database (`ReviewDecision` entry).
- Updates the presentation status (**ACCEPTED** or **REJECTED**).
- Sends an **email notification** to the submitter with the outcome.
- Logs an audit entry (`presentation.review`).
- Redirects you back to the Expert Hub.

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Mi cuenta

Perfil

Correo (no se puede cambiar)

Usuario (no se puede cambiar)

Nombre completo

Idioma preferido

Tema

Zona horaria

[Guardar perfil](#)

Contraseña

Contraseña actual

Nueva contraseña

Confirmar nueva contraseña

[Cambiar contraseña](#)

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Figure 1: Expert account page

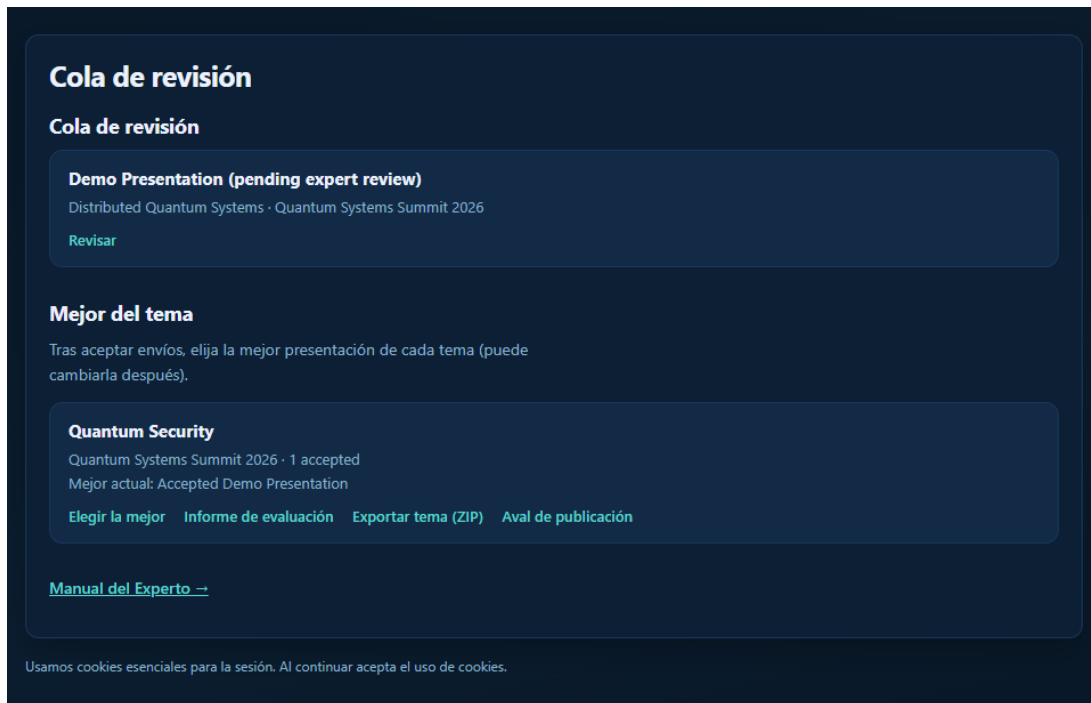


Figure 2: Expert Hub — review queue

Once submitted, a decision cannot be changed through the UI. Contact an administrator if a correction is needed.

6. Accepting a Presentation

When you choose **Accept**:

- The presentation status changes to **ACCEPTED**.
- It is flagged `isPublished = true` (visible once the event begins).
- The `bestPresentation` flag is set to 0 (not the best — the expert can promote it later).
- No rejection reason is required.
- Notes (optional) are still sent to the author.

An accepted presentation: - Appears on the event page once the event begins. - Is eligible to be selected as **Best in Topic** (subject to the eligibility rules in Section 8). - The author receives a presenter certificate after the event ends.

7. Rejecting a Presentation

When you choose **Reject**:

- The presentation status changes to **REJECTED**.
- **A rejection reason is required** — be specific and constructive.
- Notes (optional) provide additional context.

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Demo

Cerrar sesión

ES

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Revisar presentación

Demo Presentation (pending expert review)

Evento: [Quantum Systems Summit 2026](#) Tema: Distributed Quantum Systems

RESUMEN

Abstract for Demo Presentation (pending expert review). This seeded talk supports the video demo flows.

Aún no se ha subido un archivo para este envío.

Su decisión

☒ Aceptar

☐ Rechazar

Motivo del rechazo (obligatorio si rechaza)

Notas para el autor (opcional)

Enviar revisión

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Figure 3: Presentation review page

A rejected presentation: - The author sees the rejection reason and notes on the **Presentation Status** page. - If the **review window** is still open, the author can click **Resubmit** to upload a revised version. - A resubmitted presentation is reset to **SUBMITTED** status and re-enters your review queue.

Tips for Rejection Feedback

- **Be specific** — mention which aspects need improvement (methodology, clarity, relevance to the topic).
 - **Be constructive** — suggest concrete changes the author can make.
 - **Be respectful** — the author reads your feedback directly.
-

8. Selecting the Best Presentation

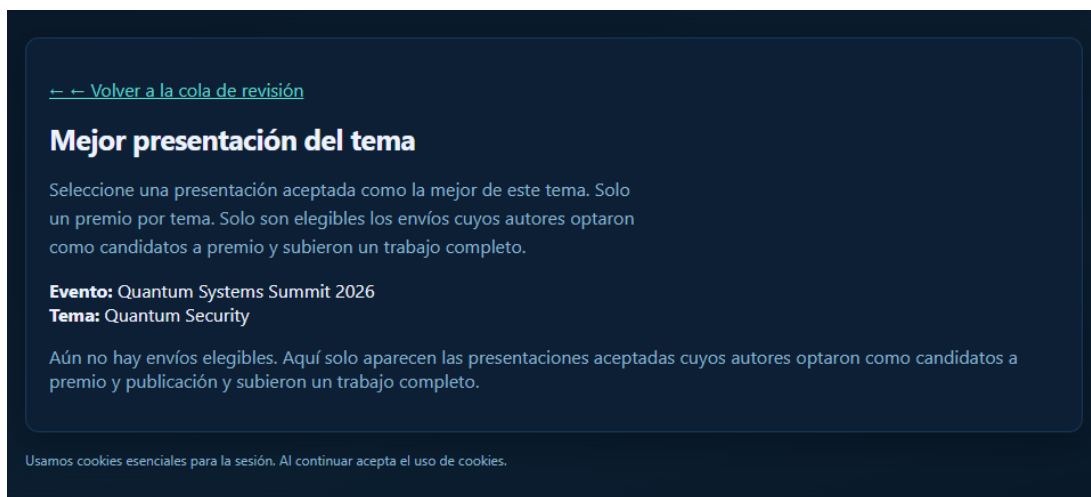


Figure 4: Selecting a topic's best presentation

After reviewing all submissions for a topic, you can select the **best presentation** among the accepted ones.

8.1 Eligibility Rules

Not every accepted presentation is eligible for the best-pick list. A presentation only appears as a candidate on the best-pick page if **both** conditions are true:

1. The author **opted in** at submission (or resubmission) time as a **prize candidate** and/or **resume-book candidate** (checkbox on the submission form).
2. The author **uploaded the full paper** (Word document) — the presentation must have a `fullPaperObjectKey` on file.

Presentations that were accepted but did not opt in, or did not upload a full paper, will **not** show up on this page and cannot be chosen as the best.

8.2 Accessing the Selection Page

From the **Expert Hub** → **Best Presentation Selection** section, click the **Choose Best** link for your topic (`/expert/topics/{topicId}/best`).

8.3 The Selection Page

The page shows: - **Event title** and **topic name**. - **Current best** — the currently selected best presentation (if any), with its title and a view link. - **List of eligible candidates** — accepted presentations that meet the eligibility rules above, shown as radio buttons, with the submitter’s name, a **view** link, a **full paper** download link, and an **aval** (endorsement) link for each. - A “**None**” option — to clear the current best selection.

8.4 Making a Selection

1. Select a presentation (or “None”) from the radio button list.
2. Click **Save**.

The system: - Clears the `bestPresentation` flag on all presentations in the topic. - Sets `bestPresentation = 1` on the selected presentation (only if it still meets the eligibility rules — re-validated server-side). - Logs an audit entry (`expert.topic.best`).

The selected presentation shows a “**Best in Topic**” badge on its detail page, and a shortcut to the **publication endorsement** (**aval**) form appears next to it.

9. Exporting Your Topic Data

From the **Expert Hub** → **Best Presentation Selection** section, click the **Export** link for your topic (`/expert/topics/{topicId}/export`).

This downloads a **ZIP file** containing: - All presentation files for the topic (original PPT/PPTX). - Presentation metadata (titles, abstracts, authors, statuses). - Topic and event information.

This is useful for: - Keeping local records of your reviewed work. - Sharing with co-reviewers or the event coordinator. - Archival purposes.

10. Evaluation Report (Informe)

Each of your assigned topics has a dedicated **evaluation report** form at:

`/expert/topics/{topicId}/informe`

You can reach it from the link next to each topic row in the **Best Presentation Selection** table, or from the Expert Hub footer link.

10.1 What the Report Contains

The report is organized into panels:

Panel	Fields
Identification	Event title, topic name, and expert name — auto-filled and read-only.
Statistics	Number of presentations reviewed and number approved — auto-filled from the database, editable if you need to adjust them.

Panel	Fields
Awards / Distinctions	A free-text field pre-filled with a hint naming the current best-in-topic presentation (if one has been selected); you can expand on award proposals here.
Projection	A set of free-text fields covering possible follow-up projection channels: publication, DCTI, grey literature, health programs, health program directors, technology park, ANIR, innovation, academy prizes, health prizes, and other entities.
Endorsements & Observations	General endorsements text, other observations, and a signature date field.

10.2 Auto-fill Behavior

The **first time** you open the report for a topic (before it has been saved), the identification, statistics, and awards-hint fields are **automatically populated** from live data (reviewed/approved counts, best-in-topic title). After you save once, the saved values are shown instead and are no longer recomputed automatically — edit them manually if the underlying data changes.

10.3 Saving

Click **Save** to persist the report (TopicExpertReport record, one per topic). Saving again updates the same record. A confirmation banner appears, along with the last-saved timestamp. A **Print** button is also available for producing a paper/PDF copy via your browser’s print dialog.

10.4 Expert Handbook

A link to the **Expert Handbook** (/experto) is shown in the report’s navigation bar. The handbook explains how to fill out the report and endorsement forms in more detail.

11. Publication Endorsement (Aval)

Once you’ve selected (or while selecting) a best presentation, you can fill out a **publication endorsement form** for any eligible **accepted** presentation at:

/expert/presentations/{id}/aval

You can reach this form from the **aval** link shown next to each candidate row on the best-pick page, or next to the “current best” line at the top of that page.

11.1 Requirements

- The presentation must belong to one of your assigned topics.
- The presentation’s status must be **ACCEPTED** — the aval form is not available for submitted, rejected, or withdrawn presentations.

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Informe de evaluación del tema

Complete el informe final de evaluación de su área temática. Las estadísticas se sugieren a partir de los datos de la plataforma.

Los conteos de revisados y aprobados se completan con los trabajos de este tema.

Identificación

Evento:

Quantum Systems Summit 2026

Tema:

Quantum Security

Experto (nombre y apellidos):

Demo Expert

1. Resumen estadístico

Total de trabajos revisados:

1

Total de trabajos aprobados:

1

2. Propuestas de reconocimiento

Propuestas de premios del evento:

Mejor ponencia actual del tema: Accepted Demo Presentation

3. Propuestas de proyección posterior

Publicación científica:

Dirección de Ciencia, Tecnología e Innovación:

Centro de Información para literatura gris:

Jefes de programas de salud:

Directivos de salud:

Parque Tecnológico de Holguín:

ANIR:

Proyectos de desarrollo e innovación:

Premios Academia de Ciencias:

Premios de Salud:

Otras entidades nacionales o internacionales:

4. Emisión de avales

Emisión de avales (publicación):

Otras observaciones:

Fecha:

Guardar informe
Imprimir plantilla

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Figure 5: Topic evaluation report form

[illegible]

Figure 6: Publication endorsement form

11.2 What the Form Contains

The endorsement form is a **fillable rubric** with several evaluation criteria (each with radio-button options and, for some criteria, a free-text suggestion box), followed by:

- An “**Endorse for publication**” checkbox — check this to formally recommend the presentation for publication.
- A **general notes** text area for any additional remarks.

11.3 Saving

Click **Save** to store your endorsement (**PresentationAval** record, one per presentation). You can revisit and update it at any time while the presentation remains accepted. A **Print** button lets you generate a paper/PDF copy.

12. Comments on Presentations

You can participate in the **comments/discussion section** of any presentation in your assigned topics.

12.1 Posting as an Expert

When you comment on a presentation, your comment carries the **Expert** label, distinguishing it from author and attendee comments.

12.2 Official Comments

When posting a comment, there is a checkbox for **Official Comment**. Use this for formal feedback that carries the weight of the reviewer’s evaluation. Official comments are visually highlighted.

12.3 Comment Moderation

- You can **hide** inappropriate comments on presentations in your topics.
- Other users can **report** comments — review reports as needed.

13. Dashboard Overview

Your main **Dashboard** (/dashboard) shows personalized information:

Section	Content
My Events (paid)	Events you paid to attend. Complimentary staff access is listed separately.
My events (no payment)	Events you access as topic expert, coordinator, or speaker without paying.
Expert Review Queue	Pending submissions for your topics with “Review Now” buttons. Shows the pending review count.
My Courses	Any course you are enrolled in (if you also participate as a student).
Discover Events	Upcoming events you have not registered for.

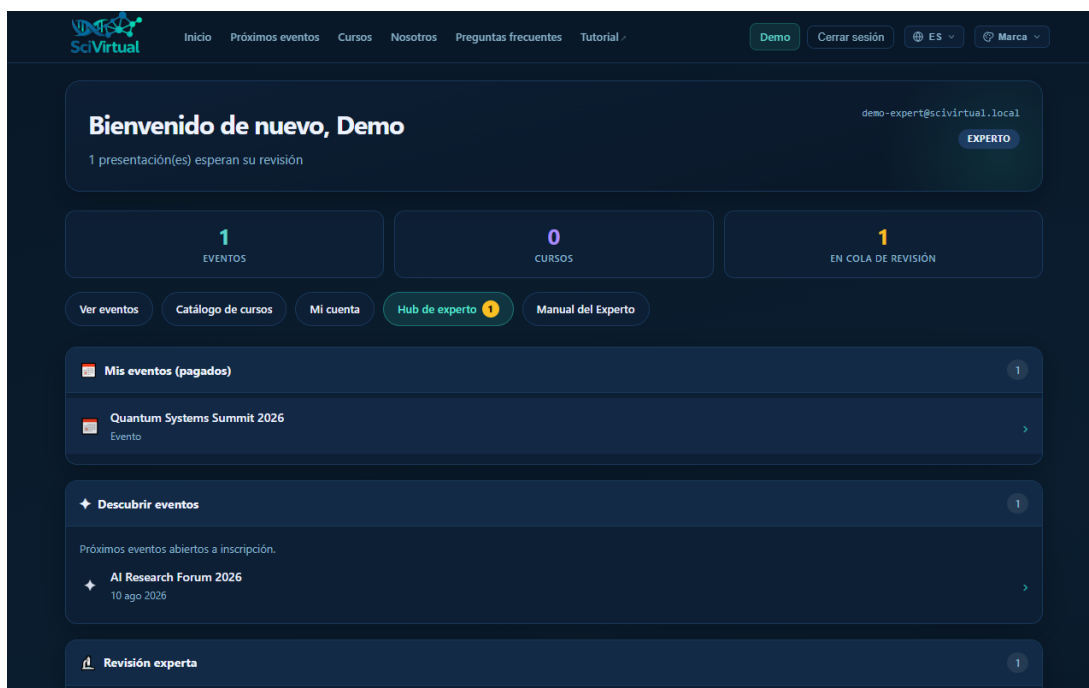


Figure 7: Dashboard with review queue

Quick Links

- **My Account** — profile, language, theme and password (/account).
- **Expert Hub** — direct link to /expert.
- **Upcoming Events** — catalog at /events.
- **Course Catalog** — browse standalone courses.

14. Certificates

14.1 Theme Specialist Certificate

After the event ends, you automatically receive a **Theme Specialist Certificate** (PDF with QR code) for each event and topic where you acted as an expert reviewer (THEME_SPECIALIST).

14.2 Event Participant Certificate

Since you are automatically registered for events where you are a topic expert, you also receive an **Event Participant Certificate** (EVENT_PARTICIPANT).

14.3 Downloading and Verifying

- **Download** — from the event page or your dashboard.
- **Verify** — visit /verify/certificate/{publicId} or scan the QR code on the PDF.
- The verification page shows: certificate type, your name, event title, dates, topics covered, and issue date.

Tips and Best Practices

1. **Review promptly** — authors plan around your feedback. Aim to review within a few days of submission.
2. **Read the full presentation** — use the browser viewer or download the file. Don't rely on the abstract alone.
3. **Write meaningful rejection reasons** — the author relies on your feedback to improve.
4. **Use notes to encourage** — even on accepted presentations, notes can highlight strengths and minor improvements.
5. **Select the best presentation carefully** — consider originality, clarity, methodological rigor, and relevance to the topic. Remember only prize/resume-book candidates with an uploaded full paper are eligible.
6. **Fill out the informe and aval promptly** — coordinators and the platform rely on these reports for award proposals and publication tracks.
7. **Engage in comments** — your presence in the discussion section adds value for authors and attendees.
8. **Export your topic data** — keep a local copy before the event ends for your records.