



IUCN WORLD CONSERVATION CONGRESS 2025 FORUM

Guidelines for Reviewers

Tips on reviewing Forum proposals

- ✓ Before reviewing proposals assigned to you, carefully read the following:
 - [Guidelines for proposing an event for the Forum](#), paying particular attention to the [Selection criteria](#) and [Forum guiding principles](#)
 - [Congress Themes](#)
 - [Gender Mainstreaming Strategy for IUCN events](#)
- ✓ Briefly review all proposals assigned to you before starting to grade any one proposal, in order to get a sense of the overall quality and relative merit levels across them
- ✓ Be as consistent as possible in your grading of proposals
- ✓ Be objective when reviewing proposals
- ✓ Be constructive with your feedback
- ✓ Consider the strength of the proposal based on the substance, rather than highlighting editorial or typographic issues
- ✓ Bring your professional experience and expertise to bear as you review proposals. Ask yourself:
 - Will the target audience learn something new and feel engaged?
 - How strong are the proposed objectives and outcomes of the session? What impact can this proposed session generate? How is the proposed session's initiative(s) / project(s) etc. contributing towards transformative change for nature, people and climate?
 - Would you want to attend this session or perhaps even speak in it?



Any questions?

Don't hesitate to contact us at:
congressforum@iucn.org

Access proposals assigned to you for review

1. Log in to your IUCN account [here](#), and click on the button “**Forum: Review proposals**” under the “**Take Action**” tab.
2. You will be redirected to a page with instructions on the review process:

Proposal review ✕

Thank you for volunteering to be part of the Forum reviewers' team for the IUCN World Conservation Congress 2025. We have received many more proposals than can be accommodated in the official Forum Programme. Only with your help can we manage to review them all and select the best ones on a merit basis, following an equitable and transparent selection process.

Please review proposals thoroughly and without bias, using the approved selection criteria. This should take no more than 30 min for each proposal.

If you do not feel you are competent or in a position to assess a proposal's merits, or if you believe there is a Conflict of Interest, please decline your role as a reviewer for that particular proposal. The proposal will be re-assigned and you may be called upon to review another proposal instead.

In order to review proposals, we suggest that you download and save the following supporting documents:

- [Guidelines for Volunteer reviewers](#)
- [Guidelines for proposing an event for the Forum](#)
- [Gender mainstreaming strategy for IUCN events](#)

We encourage you to also familiarise yourself with the [Congress themes](#)

Please provide a score from 1 to 10 for the following questions where 10 is the maximum (best score).

1-2 | Poor – Weak or ineffective, fails to meet expectations. Significant shortcomings that hinder quality, performance, or relevance. Requires substantial improvement.

3-4 | Fair – Somewhat acceptable but below average. Contains notable weaknesses, lacks refinement, or needs significant improvement to reach a higher standard.

5-6 | Good – Meets expectations, functional and decent. Has room for improvement but is generally acceptable and performs adequately.

7-8 | Very Good – Well-developed, effective, and reliable. Demonstrates strong qualities with minor areas for enhancement.

9-10 | Excellent – Exceptional, exceeds expectations. Highly refined, impactful, and nearly flawless in execution.

Please submit your review form(s) as early as possible and NO LATER than 15 April 2025 - 23:59 (CET)

Proceed

3. Click on “**Proceed**” to access the review platform
4. You will be directed to the review platform, where you can review proposals assigned to you

The review platform in a nutshell

The screenshot shows the review platform interface with the following callouts:

- 1:** Select a session type: You may have been assigned proposals across three session types: Thematic Stream Session, Speaker's Pitch, and Podcast. Please ensure that you check under each session type for any assigned proposals.
- 2:** Progress: 0/3. Sort by: Proposal Number. Search: in Proposal Number. hide scored.
- 3:** Proposal info: Uniting to conserve the world's coastal ecosystems. General - Proposed session title: Uniting to conserve the world's coastal ecosystems. General - Why attend this session? To be updated on establishment of the World Coastal Forum coordinated by 2020 BICN... faced by coastal ecosystems in face of sea level rise etc. General - Target Audience: Youth and young professionals (35 years of age or younger), Professionals (36 years of age or older). General - Brief Session Description: This 90-minute highly interactive thematic session (hybrid format) will engage the knowledge of participants. 1 30 minute panel of 4 people updating on establishment and...
- 4:** Score Card: Review questions and scoring options.
- 5:** Instructions and Log out buttons.
- 6:** Arrow button to move to the next proposal.
- 7:** Print/Save button to save the selected proposal as a PDF.

1. Select a session type
2. Select a proposal assigned to you for review
3. Read the proposal's content
4. Review the proposal and submit
5. Access the instructions for reviewing proposals
6. Click on this arrow to move to the next proposal assigned to you for review, within the selected session type
7. Click this button to print/save the selected proposal as a PDF

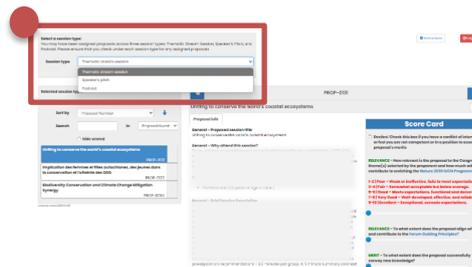
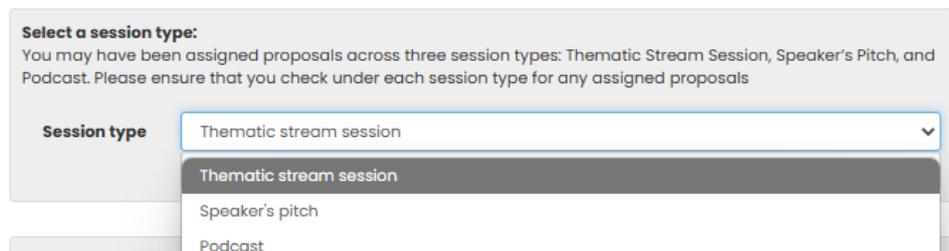
Start reviewing proposals

1. Step 1: Select a session type:

You may have been assigned to review proposals from one or more of the following session types:

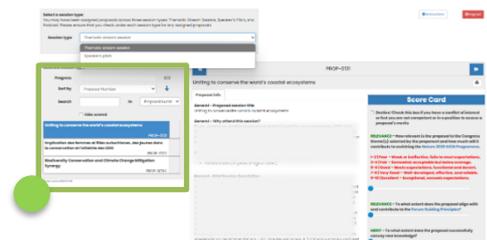
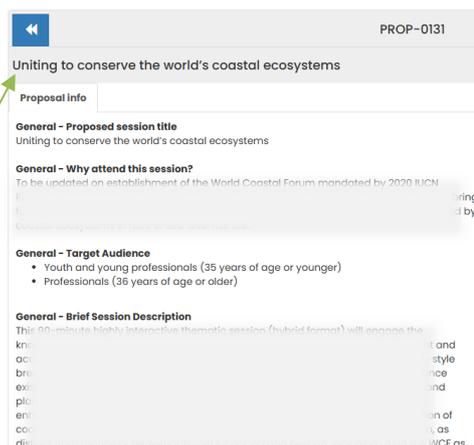
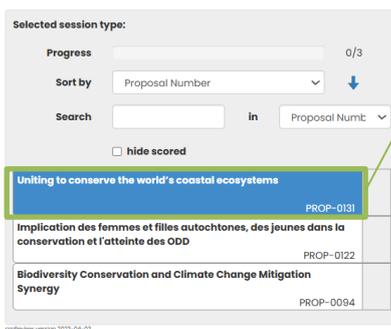
- Thematic Stream Session
- Speaker's Pitch
- Podcast

Please ensure that you check under each session type for any assigned proposals



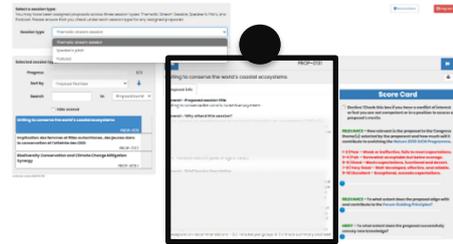
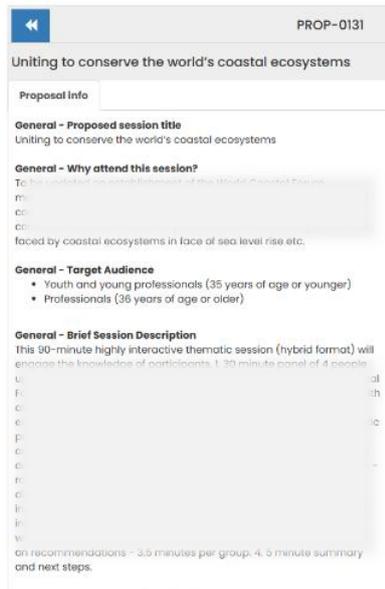
2. Step 2: Select a proposal assigned to you for review

- Once you have selected a session type (step 1), you will see the list of proposals assigned to you for review for that particular session type
- You can use the 'Search' function to find a proposal by number, title, or score
- Once you select a specific proposal from the left-hand panel, the contents of the proposal will appear in the centre panel.
- Note: The progress bar only reflects the number of proposals within the selected session type.



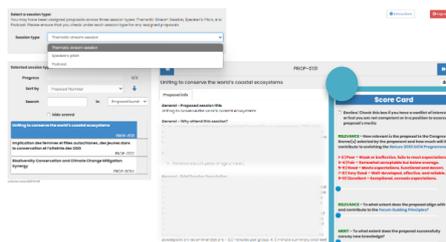
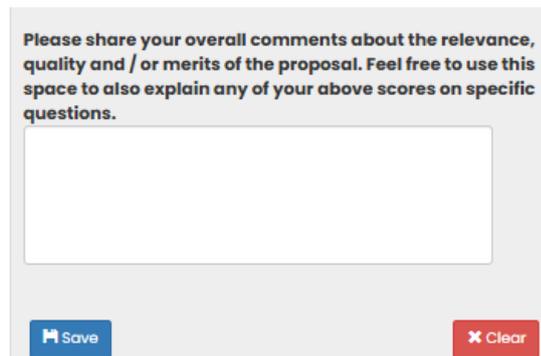
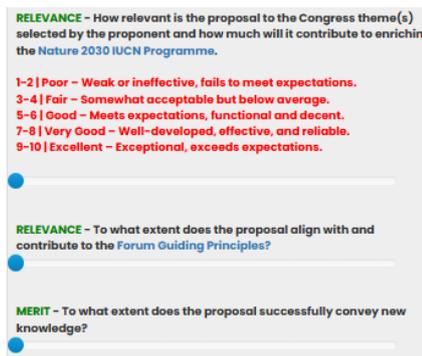
3. Step 3 : Read the proposal's content

- The contents of the proposal are displayed in the centre panel
- Please review the proposal information carefully in order to complete your evaluation in the next step.



4. Step 4: Review the proposal and submit

- Refer to the scoring scale provided.
- Use the sliders to assign a score from 1 to 10 for each question.
- Once your scoring is completed, please provide a comment to support your recommendation.
- Click on “**Save**” to submit your evaluation.



- Once you have saved your proposal, the left panel displays the value of the overall recommendation, and the progress bar shows how many proposals you have reviewed within the selected session type

Selected session type:

Progress

Sort by

Search in

hide scored

Advancing and tracking global river conservation to meet biodiversity and climate goals	PROP-015	6
Conservation Communication for a New Generation: How narratives of Hope, Art, and Culture Drive Impact	PROP-0137	
How fishermen in French Guiana are mobilized to reduce bycatch	PROP-0129	

Note. If you are unable to evaluate a proposal:

- You may not be able to evaluate a proposal if you feel it is outside your area of expertise or if there is a conflict of interest.
- You can use the “Decline” option to reject the proposal. If you do, please provide a brief explanation.
- In case you "Decline" a proposal, the letter "C" will appear next to the title of the corresponding proposal in the left-hand panel.

Score Card

Decline: Check this box if you have a conflict of interest or feel you are not competent or in a position to assess a proposal's merits

In 1-2 sentences, please explain the reason for declining to review this proposal in the comment box.