



american
institute for
conservation

**Preserving Cultural
Heritage**

Abstract Review Guidelines

Committee members are asked to consider the following criteria when evaluating abstracts.

- **Relevance/Significance of Topic**
 - Is the subject matter new or innovative?
 - Does the paper/poster demonstrate creative problem-solving, important information of use to the field, or include informative case studies?
 - Does the subject matter focus on the art/culture of underrepresented groups (BIPOC, LGBTQIA+, or PWD)?
 - Is the project especially relevant for a local, regional, or national community?
 - Does it involve diverse stakeholders or focus on community collaboration?
 - Does the topic represent an opposing point of view, or a viewpoint not often considered in conservation?
 - Is the topic in keeping with the theme of the meeting?
 - Has the author published this work or presented a similar paper at other conferences? (Please note that we are seeking new work that has not previously been presented.)

- **Purpose/Hypothesis/Outcomes**
 - Is the purpose of the presentation or hypothesis of the research clearly stated?
 - For research yet to be completed, will the outcomes be useful regardless of results?
 - Is the author list appropriate? (E.g. If scientific analysis forms the basis of the talk, is the scientist listed as an author? If the work is community-based or –focused does the author list include key community collaborators?)

- **Writing**
 - Is the content of the paper communicated adequately and clearly in the abstract?
 - Do ideas flow logically and are appropriate terms used? (Note that some variation is expected and acceptable, especially when reviewing abstracts from non-native English speakers or those that reflect regional dialects.)
 - Is the title descriptive of the content? Will it attract attendees? (Note that we can suggest changes to improve the title.)

- **Presentation Style**

- If you have heard an author present before, please feel free to share any relevant information with the committee (e.g. “great speaker,” or “always goes over time,” etc.)
- Please also note that the general session is especially interested in featuring new speakers and a diversity of viewpoints and voices.