



## Abstracts Review Manual

The following steps should be followed when reviewing Abstracts:

1. Log in to the SAIP2026 Indico site by visiting <https://events2.saip.org.za/event/2/>
2. On the home page, navigate to the left menu panel and select “Reviewing Area” under “Call for Abstracts.”

3. Your allocated track will be displayed, along with the number of abstracts assigned to it.

- Click on the track name to view the list of abstracts assigned for review. Select the abstract you wish to review by clicking on its title.

ID	Title	State	Accepted type	Reviewed
10	Effect of Synthesis Ti...	Awaiting Review	n/a	
18	An anomaly in a form...	Awaiting Review	n/a	
24	Structural and electric...	Awaiting Review	n/a	
29	POTENTIAL MANGAN...	Awaiting Review	n/a	
34	Quantum mechanical ...	Awaiting Review	n/a	
37	Stopping Force Meas...	Awaiting Review	n/a	
39	Influence of pressure ...	Awaiting Review	n/a	
40	Interactions of s-triaz...	Awaiting Review	n/a	

- Details about the abstract will be displayed. At the bottom, next to the "Leave a comment" text field, you'll find a "Review" button on the right.

- Click the "Review" button to begin reviewing the abstract. A dedicated review screen will then appear:

The reviewing screen includes two Yes/No questions and a proposal section with the following options::

- **Accept:** To approve the abstract.
- **Reject:** To decline the abstract.

- Change Track: To reassign the abstract to the appropriate track if it was submitted under the wrong one. (**Note: If you move an abstract to another track, please email the chairperson of the new track to inform them.**)
  - **Mark as Duplicate:** To flag the abstract as a duplicate if a similar abstract with a different ID exists.
  - **Merge:** To combine duplicate abstracts.
7. Once all the information is completed, click the 'Submit Review' button. An automatic email will be sent to the author with the outcome of their submission.

The following email will be sent if abstract is accepted:

Dear Tebogo Makhine,

We're pleased to announce that your abstract "Test: Abstract Review Test" with ID #467 has been accepted in track "Track A - Physics of Condensed Matter and Materials" (Oral Presentation).

See below a summary of your submitted abstract:

Conference: SAIP2025

Submitted by: Tebogo Makhine

Title: Test: Abstract Review Test

Primary Authors: Tebogo Makhine

Co-authors:

Track classification: Track A - Physics of Condensed Matter and Materials

Presentation type: Oral Presentation

For a more detailed summary please visit the page of your abstract:

<https://saip2025.dedicated.co.za/event/1/abstracts/467/>

Kind regards,

The organizers of SAIP2025

The following email will be sent if abstract is rejected:

**[Indico] Abstract Rejection notification (#314)**

Dear Robert Brout,

We're sorry to let you know that your abstract "Broken Symmetry and the Mass of Gauge Vector Mesons" with ID #314 has been rejected.

Kind regards,

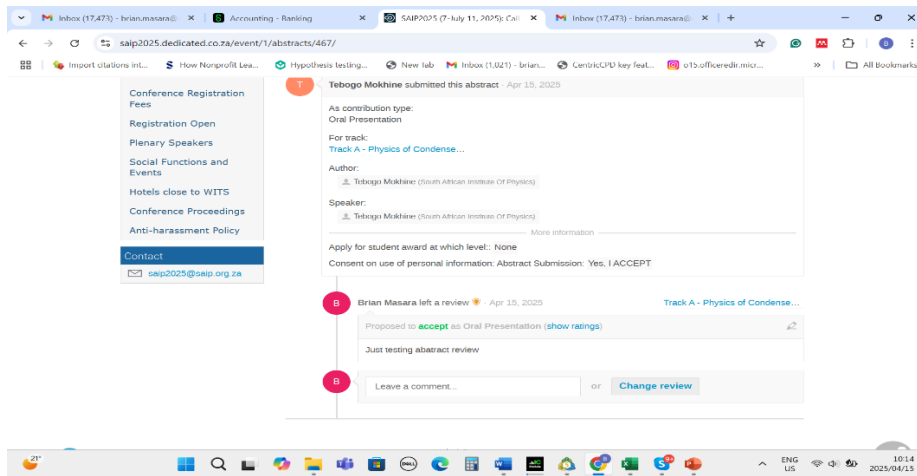
The organizers of SAIP2025

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Indico :: Call for Abstracts

<https://saip2025.dedicated.co.za/event/1/>

In cases where the reviewer is also assigned as a convener, an abstract that has been accepted will now change into Proposed to accept as shown below:



As a convener, you can now proceed to accept the abstract by selecting the appropriate track, specifying the presentation type, and optionally adding a comment if there is any feedback you'd like to share with the author.

To submit the feedback, click on the "Judge" button.

Please ensure that the "Send notification to submitter" option remains checked, so the author receives the feedback.