SCHOLARONE
CONFERENCES

Exchange Bin Administrator User Guide

Updated April 2025

Table of Contents

USING THIS DOCUMENT **1**

OVERVIEW OF THE EXCHANGE BINS **1**

THE REVIEW CENTER EXCHANGE BIN **1**

ACCESSING THE EXCHANGE BIN 1

USING THE SCORE REPORT 2

USING THE EXCHANGE BIN 6

REVIEWER TASKS 8

CLOSING THE REVIEW CENTER EXCHANGE BIN 8

REASSIGNMENT REPORT 10

THE SESSION CENTER EXCHANGE BIN **10**

ACCESSING THE SESSION CENTER EXCHANGE BIN 10

USING THE EXCHANGE BIN 11

Sessioner 11

CLOSING THE SESSION CENTER EXCHANGE BIN 13

EXCHANGE BIN SYSTEM EMAILS **14**

SCHOLARONE CONFERENCES

USING THIS DOCUMENT

The **Exchange Bin** may be customized for each meeting's specific needs. The role names and fields used in this document may differ from your implementation; however, the essential functions will be the same. The instructions are applicable to both the Review Admin and the Review Chair and the Session Admin and the Sessioner. There are two types of Exchange Bins: The Exchange Bin in the Review Center and the Exchange Bin in the Session Center. This document covers both uses.

Note: The Review Center Exchange Bin and the Session Center Exchange Bin should not be used at the same time.

OVERVIEW OF THE EXCHANGE BINS

The Exchange Bin is a tool that allows Chairs and Sessioners to work collaboratively to re-categorize submissions during the review or session process. In both scenarios, users can place submissions that may have been submitted to the wrong category into a shared **Exchange Bin**, where users can then review and update the submission to the correct category. What follows are steps to use the Exchange Bin in two scenarios: during review to ensure the submission is being scored by the right group of reviewers; and during sessioning to ensure the submission is scheduled in a session with like content.

THE REVIEW CENTER EXCHANGE BIN

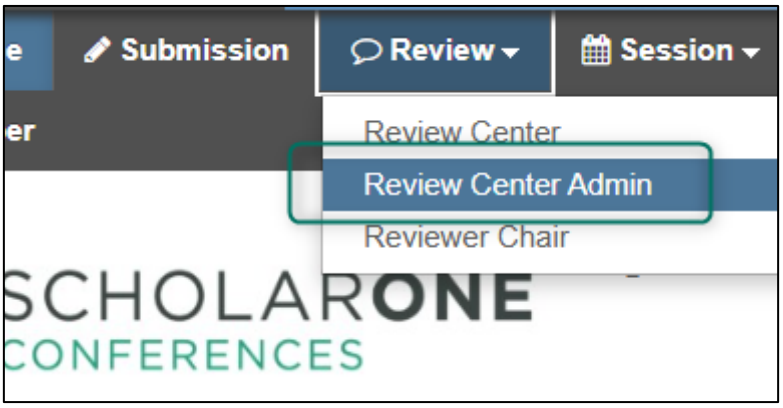
ACCESSING THE EXCHANGE BIN

Log into ScholarOne Conferences through your normal log in process.

Click the **Review** tab. Using the dropdown, select the role you will be working with. The Exchange Bin process is the same for the Review Admin and Review Chair role types.

© 2025 Silverchair
Effective Date: April 8, 2025
Document Version: 1.0

SILVERCHAIR

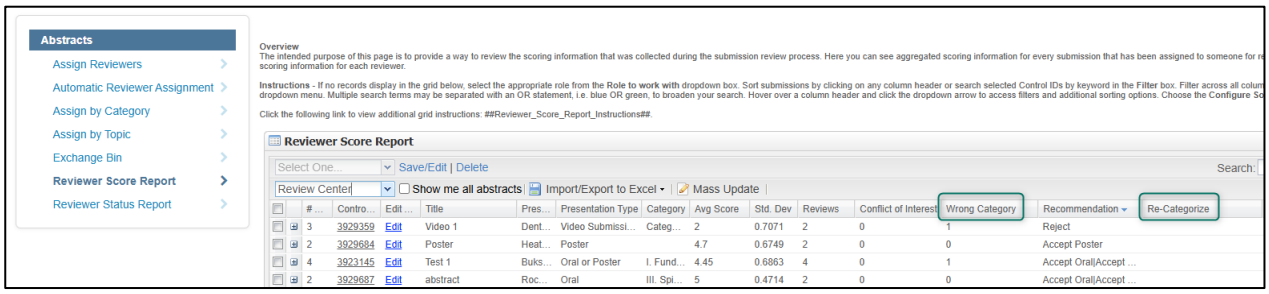


USING THE SCORE REPORT

Depending on your configuration, abstracts can be available for assignment to the Exchange Bin based on:

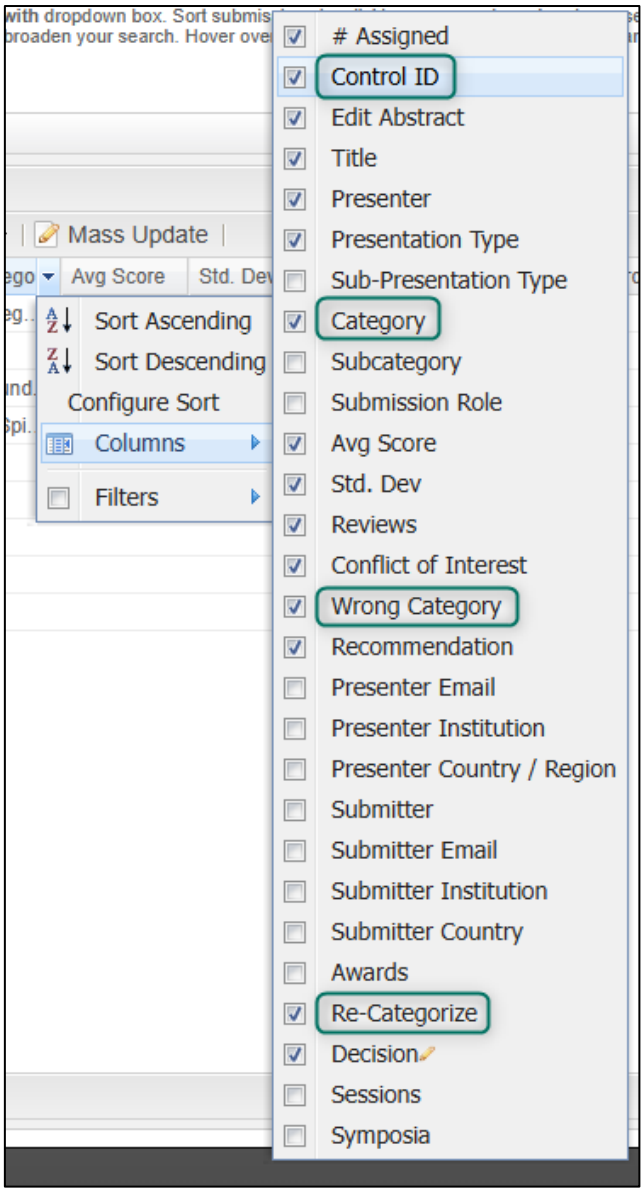
1. A reviewer selecting Wrong Category, or
2. Any abstract can be reassigned, regardless of reviewer input.

Based on your configuration, the first step in the Review Exchange Bin process is to identify abstracts that may need reassignment. From the Review menu, select Reviewer Score Report. Populate the grid with the Review Role you want to work with. If you only have one review role, that role will automatically populate.



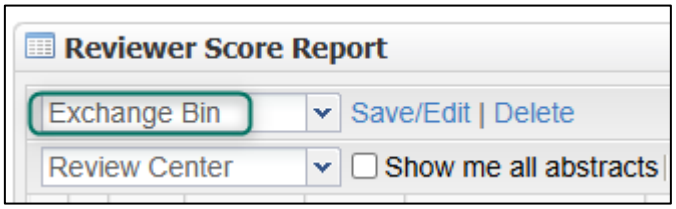
© 2025 Silverchair

Using the Columns dropdown, select the columns you want to display in the grid. You will want to display the category, control ID, and wrong category columns, if you have configuration set to only allow Wrong Category abstracts to be reassigned. The Recategorize column will populate by default. You may select other columns as appropriate.

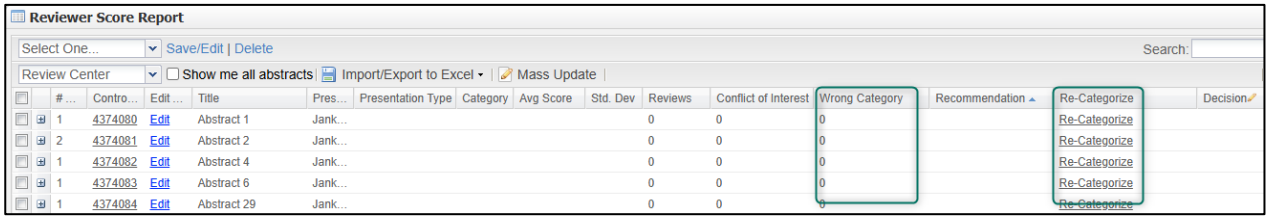


Note: You may want to save this view so that the display is available each time you review the score report.

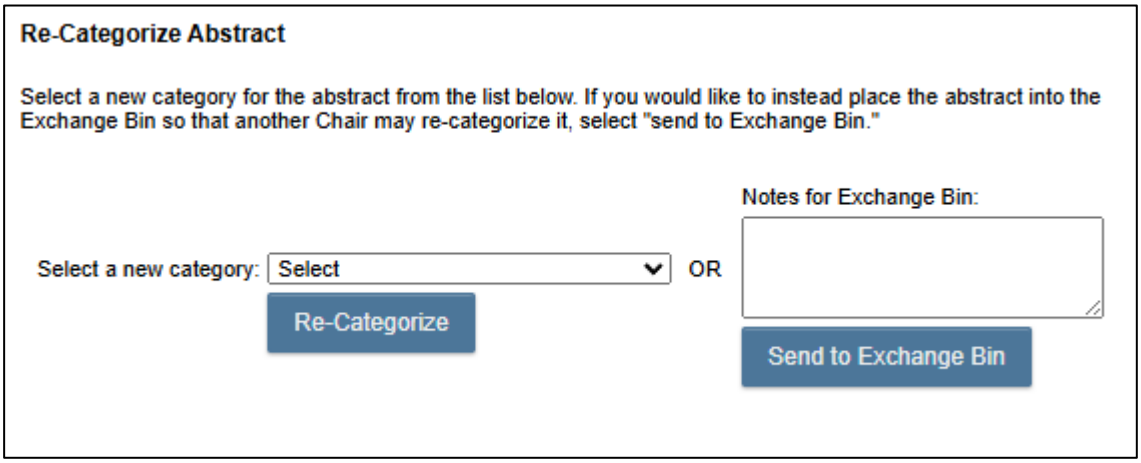
© 2025 Silverchair



If you are using the Exchange Bin for only those abstracts identified as Wrong Category, sort on the Wrong Category column using the Descending option in the dropdown menu. You can also filter on Re-Categorize from that column. All wrong category abstracts will sort to the top for easy viewing. The Wrong Category column will display the number of reviewers who have scored the abstract as a Wrong Category. A minimum of 1 is required to recategorize, if your configuration is set to only allow Wrong Category abstracts to be reassigned.

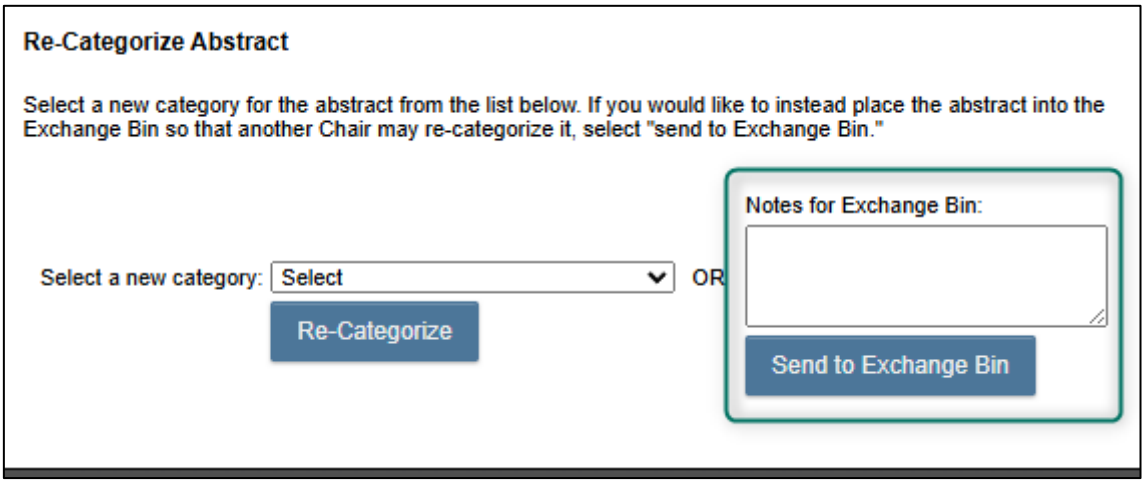


Review each wrong category abstract by clicking on the control ID to display the proof pop-up. If you determine the abstract can immediately be recategorized to another category, click on the **Recategorize** link and record the new category.



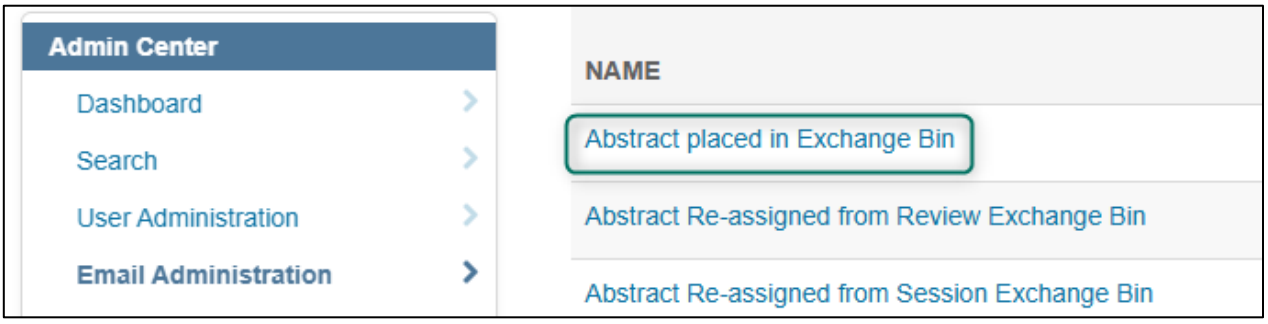
If you are unsure which category is appropriate for the abstract, or it requires a review from other Chairs, click **Send to Exchange Bin**.

© 2025 Silverchair



You can also leave recategorization notes in the text box. The notes will be visible to you and other Chairs when you access the Exchange Bin. If configured, notes may be required to send an abstract to the Exchange Bin.

If configured, you will receive an email notifying you that there is a new abstract in the Exchange Bin. This email template is in Admin→ Email Administration→ System Emails.

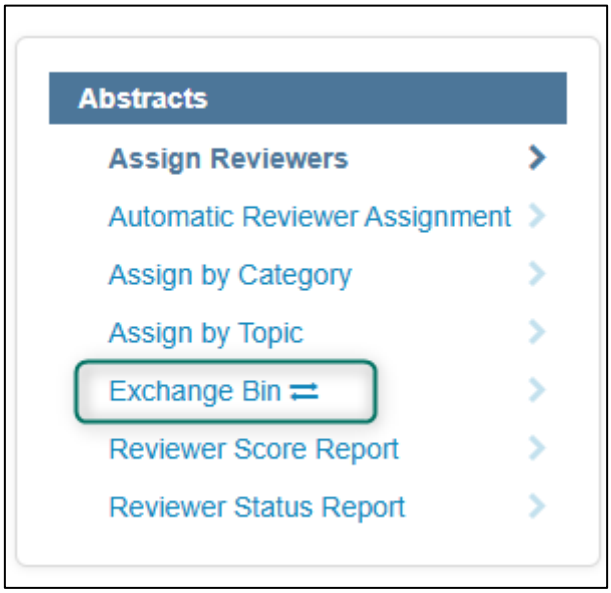


.

© 2025 Silverchair

USING THE EXCHANGE BIN

To access the Exchange Bin, return to the Review Center Admin menu and select Exchange Bin.

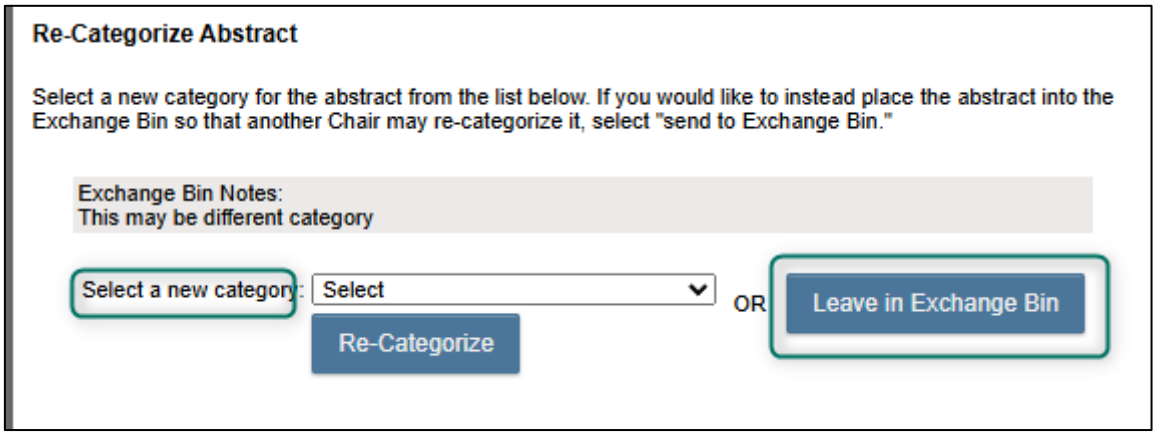


The Exchange Bin displays abstracts awaiting category review and recategorizing. It is important to check the Reviewer **Score Report** on a regular basis during the review period, to identify new abstracts that may require action.

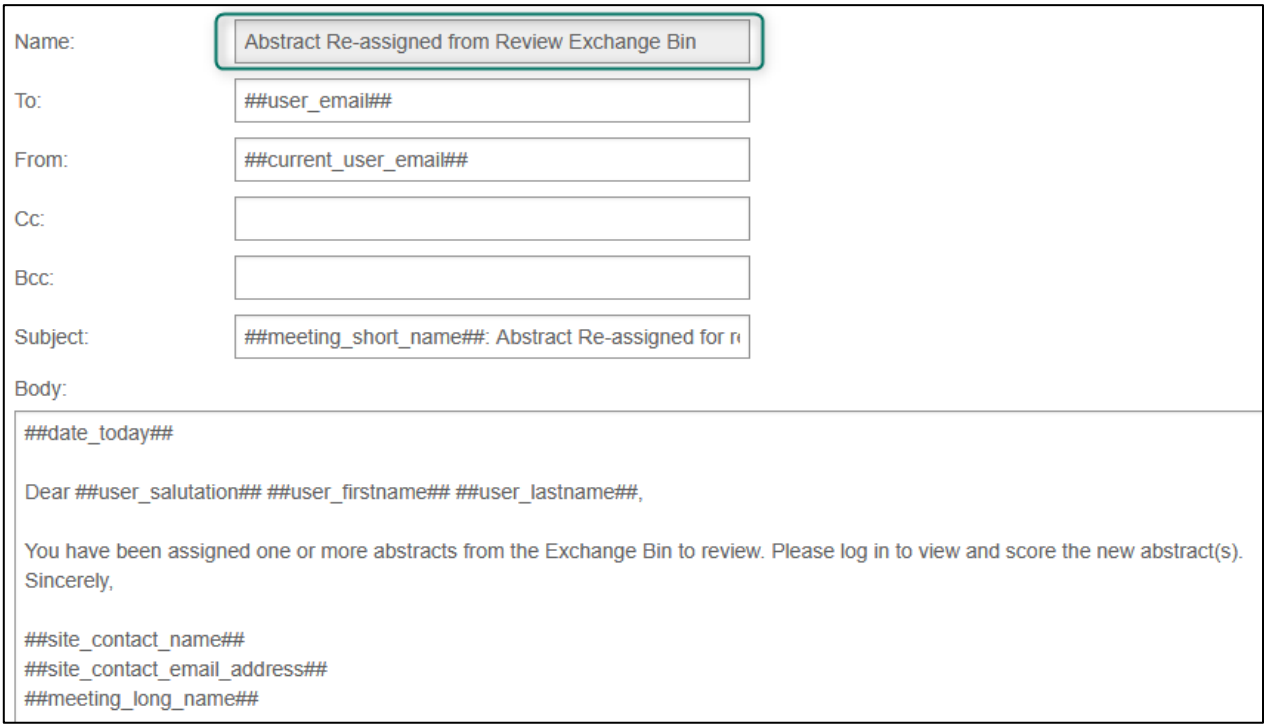
Note: When an abstract is in the Exchange Bin, it will not display on the Review Center Score Report.

When an abstract is added to the Exchange Bin you will review each abstract to determine what would be the appropriate category for the abstract. You select a new category and click Recategorize if you are ready to make a category suggestion. If you need to leave the abstract in the Exchange Bin for others to review, select Leave in Exchange Bin. This allows other Chairs to process the abstract.

© 2025 Silverchair



Select a new category. This will trigger an email to the reviewers assigned to the new category letting them know they have an additional abstract to review. These custom emails are sent on a nightly schedule.



Note: When abstracts are in the Exchange Bin, there will be a symbol with two arrows next to Exchange Bin in the left-hand Review menu. When all abstracts have been recategorized there will be no symbol displayed. It is important that the Exchange Bin be emptied so no abstracts get hidden for review.

© 2025 Silverchair

REVIEWER TASKS

Category reviewers will access their Review Center to review the abstract. If the Reviewer agrees with the recategorization, he or she will score the abstract and the Review Center Score Report will reflect the new category and the new score.

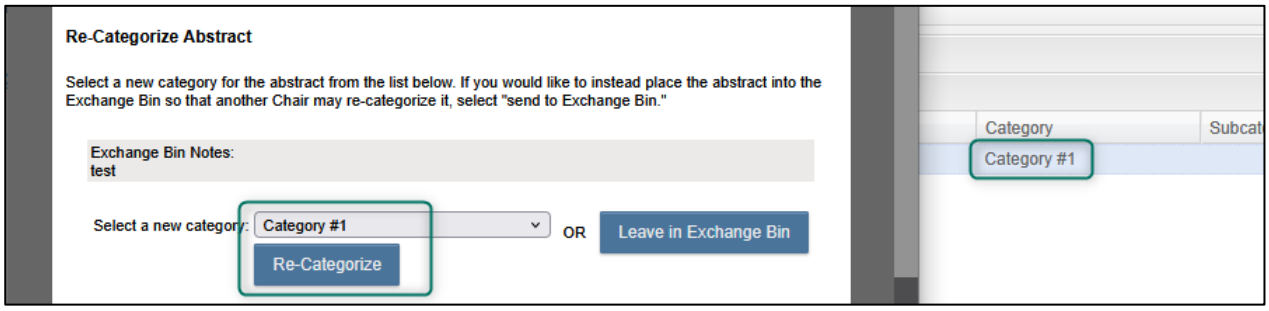
If Reviewers do not agree with the recategorization to their category, they can check the Wrong Category box, and the abstract will appear on the Score Report for further review.

CLOSING THE REVIEW CENTER EXCHANGE BIN

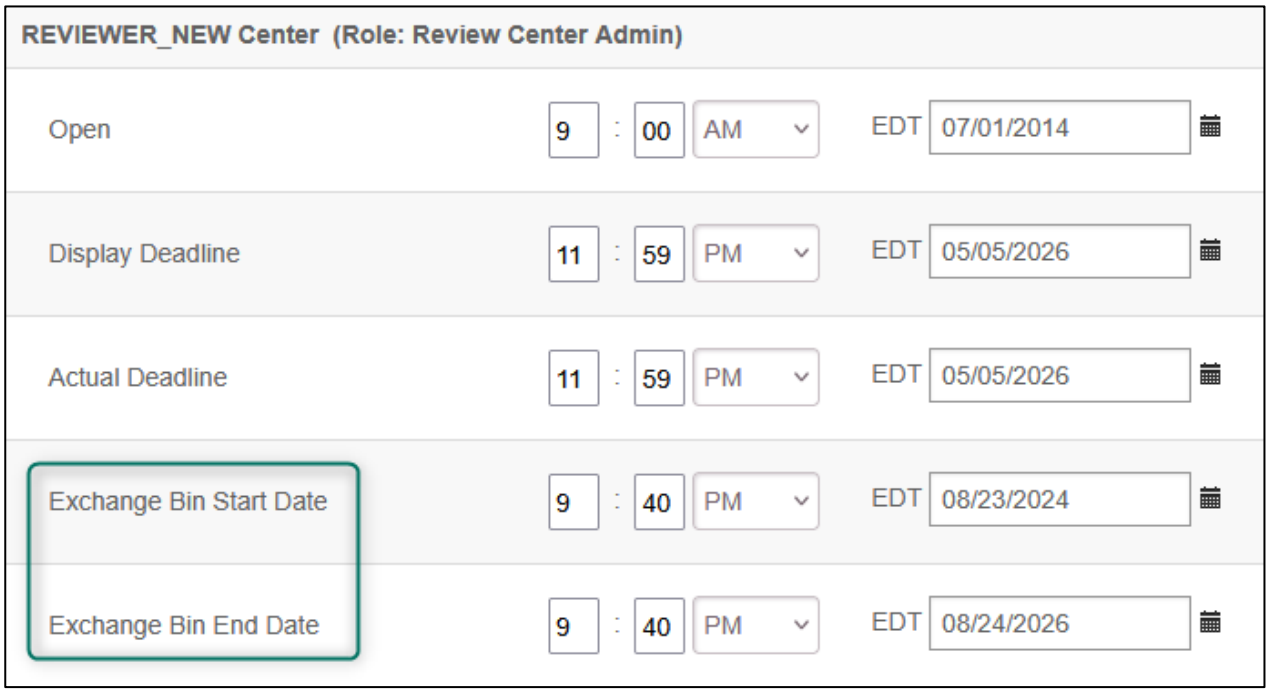
Once the Review Center is closed, you may have abstracts still in the Exchange Bin. It is important that all the abstracts be assigned to a category.

To remove an abstract after the Review close date, select the original category and click Recategorize. This prevents the abstract from being sent to a Reviewer after their access to the Review Center has expired. Choosing the same category will send the abstracts back to the original category, where any previous scores will be retained and shown in the Reviewer Score Report. It will then be available for decision and sessioning.

© 2025 Silverchair



It is best to close the Exchange Bin before the Review period ends. This ensures that no abstracts in the Exchange Bin are assigned to reviewers after the Review Center close date. Set your open and close dates in Admin→ Client Configuration→ Schedule.

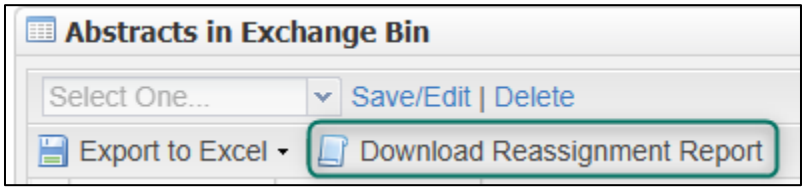


© 2025 Silverchair

REASSIGNMENT REPORT

The Reassignment Report details all the Exchange Bin activity. If you are using the Exchange Bin during review and sessioning, the report includes all activity across both bins. You may only have one review, and one session Exchange Bin configured for your site.

To access the report, first access the Exchange Bin. Click on **Download Reassignment report** button:



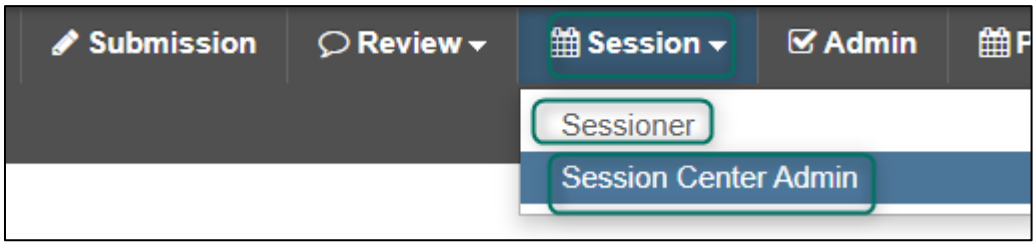
The report will be shown in a .csv file. It contains the history of all abstracts that went through the Recategorization process.

	A	B	C	D	E	F	G	H	I	J
1	Control ID	Title	Category	Submitted Date	Abstract Status	Presenting Author	Recategorize Notes	Date Moved	Currently	History
2		Exchange Bin #3	Basic Science	8/2/2018	scored	Smith, Alex	none	8/3/2018	Yes	Abstract sent to Exchange Bin - Notes for Exchange Bin: (as reviewer) on 03-Aug-2018, 13:33 PM by Alex Smith

THE SESSION CENTER EXCHANGE BIN

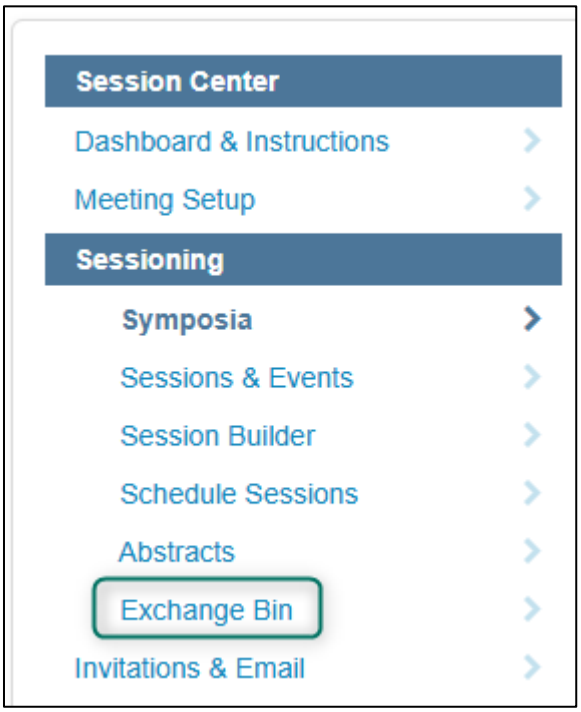
ACCESSING THE SESSION CENTER EXCHANGE BIN

Click the **Session** tab. Using the dropdown, select the role you will be working with. The Exchange Bin process is the same for Session Admin and Sessioner role types.



Select Sessioning from the left-hand menu. Then select the Exchange Bin.

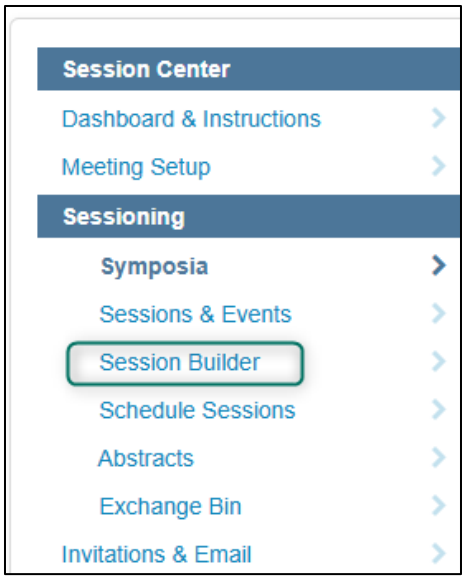
© 2025 Silverchair



USING THE EXCHANGE BIN

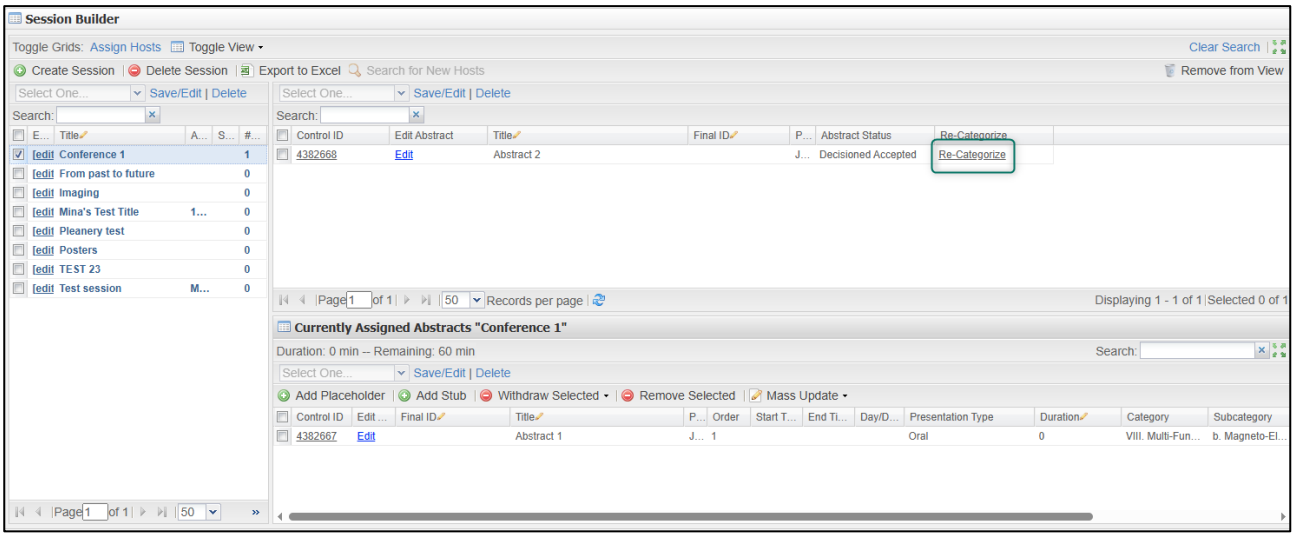
Sessioner

To begin using the Exchange Bin, the sessioner will first access the Session Builder under Sessioning in the left-hand menu.

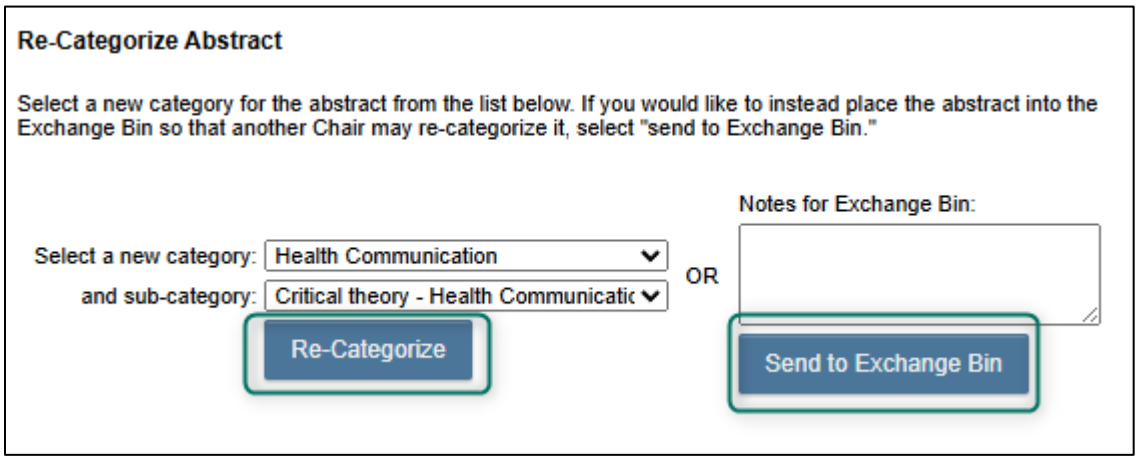


© 2025 Silverchair

As sessioners build their sessions, they can suggest recategorization of unassigned abstracts.



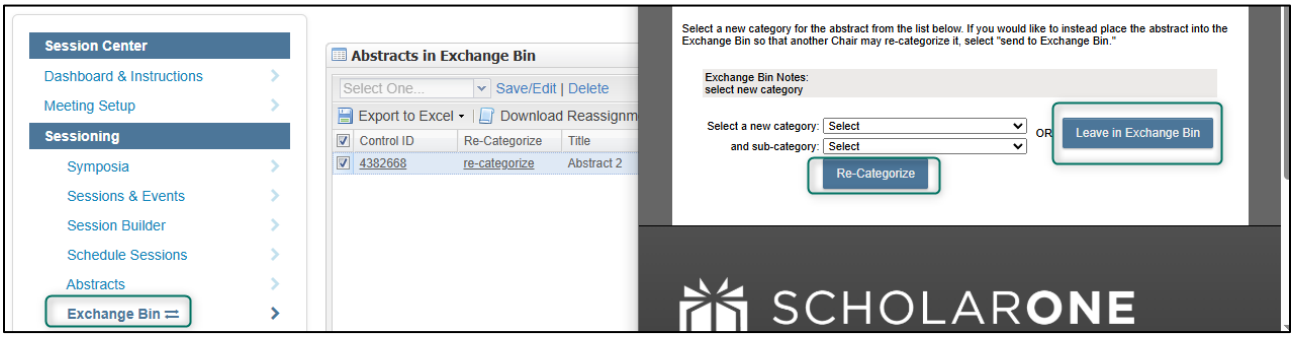
The sessioner will click Recategorization next to the abstract in the top right of the Session Builder. The recategorize options appear for all unassigned abstracts.



The sessioner will select **Recategorize** to give the abstract a new category. It will then be forwarded to the appropriate session owner to session. They can also select **Send to Exchange Bin** to have it reviewed by other sessioners or the Session Admin for recategorization via the Exchange Bin.

The abstracts are ready for review and assignment. The sessioner may select a new category and click on **Recategorize** or the sessioner can leave it in the bin for another admin/sessioner to review.

© 2025 Silverchair

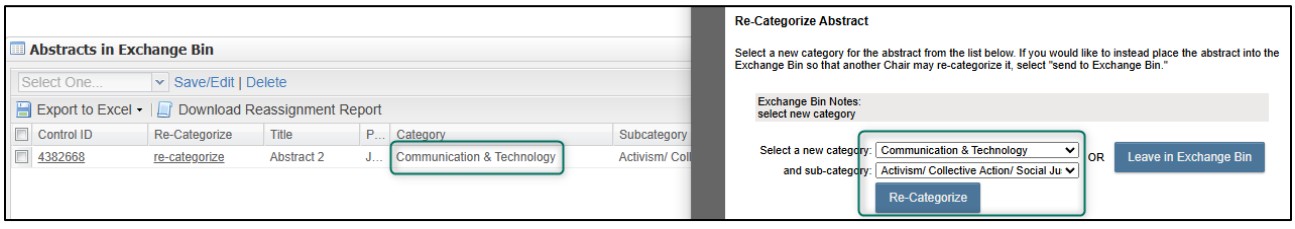


If you select a new category, an email will be sent to the new category sessioner alerting them that a new abstract is in their sessioning queue. If the sessioner wants to send it back to the Exchange Bin for recategorizing, the sessioner will be required to leave a note explaining why they cannot recategorize it.

Note: When abstracts are in the Exchange Bin, there will be a symbol with two arrows next to the Exchange Bin in the left-hand Session menu. When all abstracts have been recategorized there will be no symbol displayed. It is important that the Exchange Bin be emptied so no abstracts are hidden for sessioning.

CLOSING THE SESSION CENTER EXCHANGE BIN

Once the Session Center is closed, you may have abstracts still in the Exchange Bin. It is important that all the abstracts be assigned to a category. For those abstracts that remain, you will need to move them back to the unassigned grid for sessioning. If this is not done, the abstracts will not be available for sessioning. Select the original category in the dropdown and click **Recategorize**. This will prevent the abstract from moving to another sessioner's queue after the sessioning period has ended.



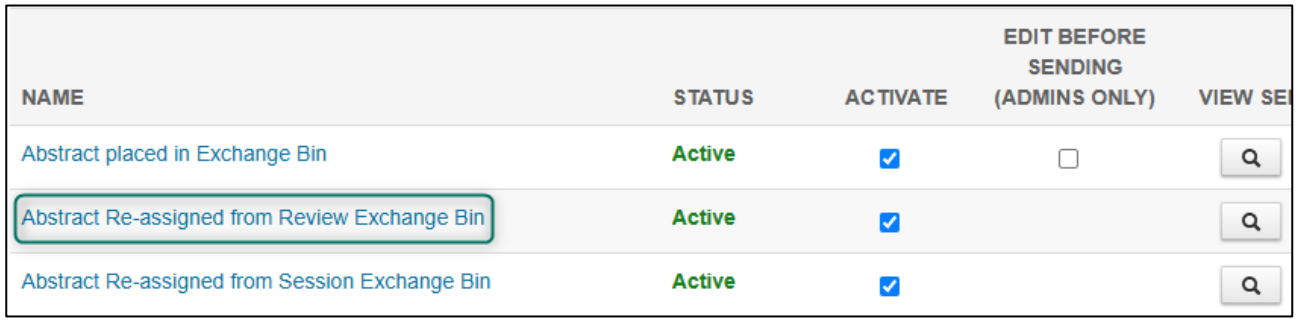
Note: It is best practice to close the Exchange Bin before sessioning ends. This will allow sessioners time to complete their final sessioning before the closing of the Exchange Bin.

© 2025 Silverchair

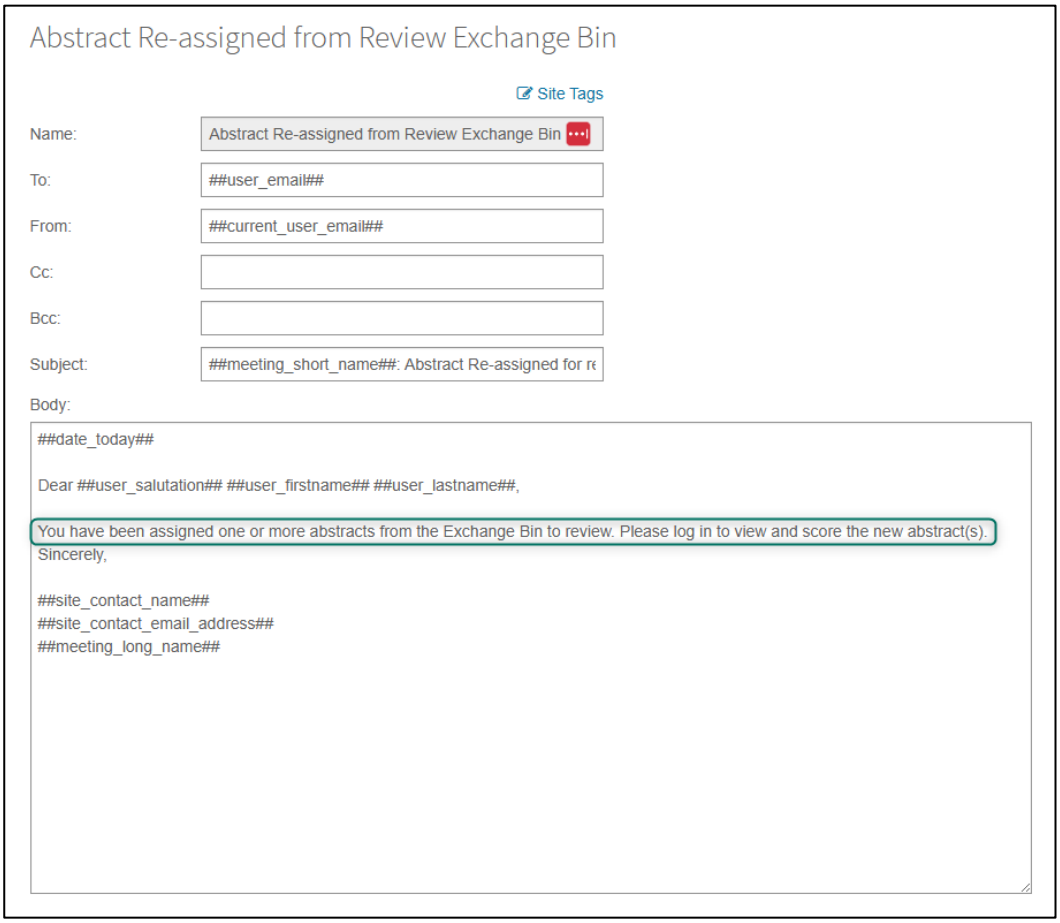
EXCHANGE BIN SYSTEM EMAILS

There are two system emails related to the Exchange Bins which are most frequently used.

For the Review Center Exchange Bin, you will use the following system email: Abstract Reassigned from Review Exchange Bin. This is the template used to send reviewers notice that they have had a new abstract reassigned to their category for review.

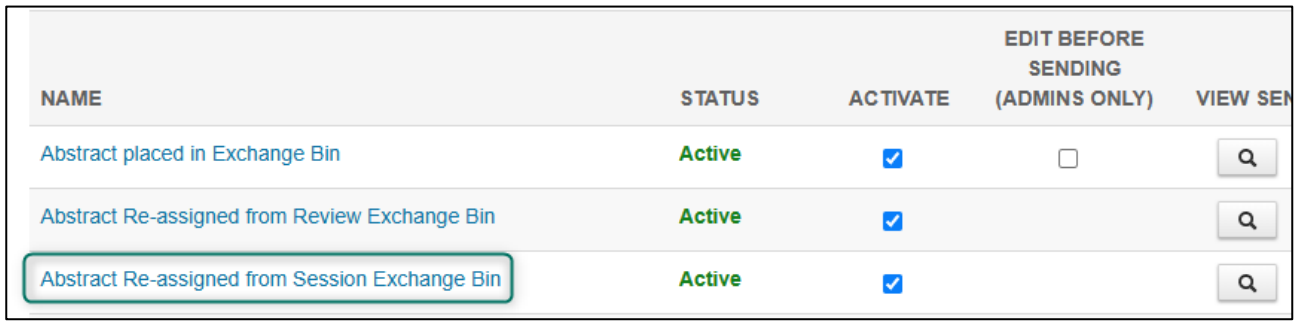


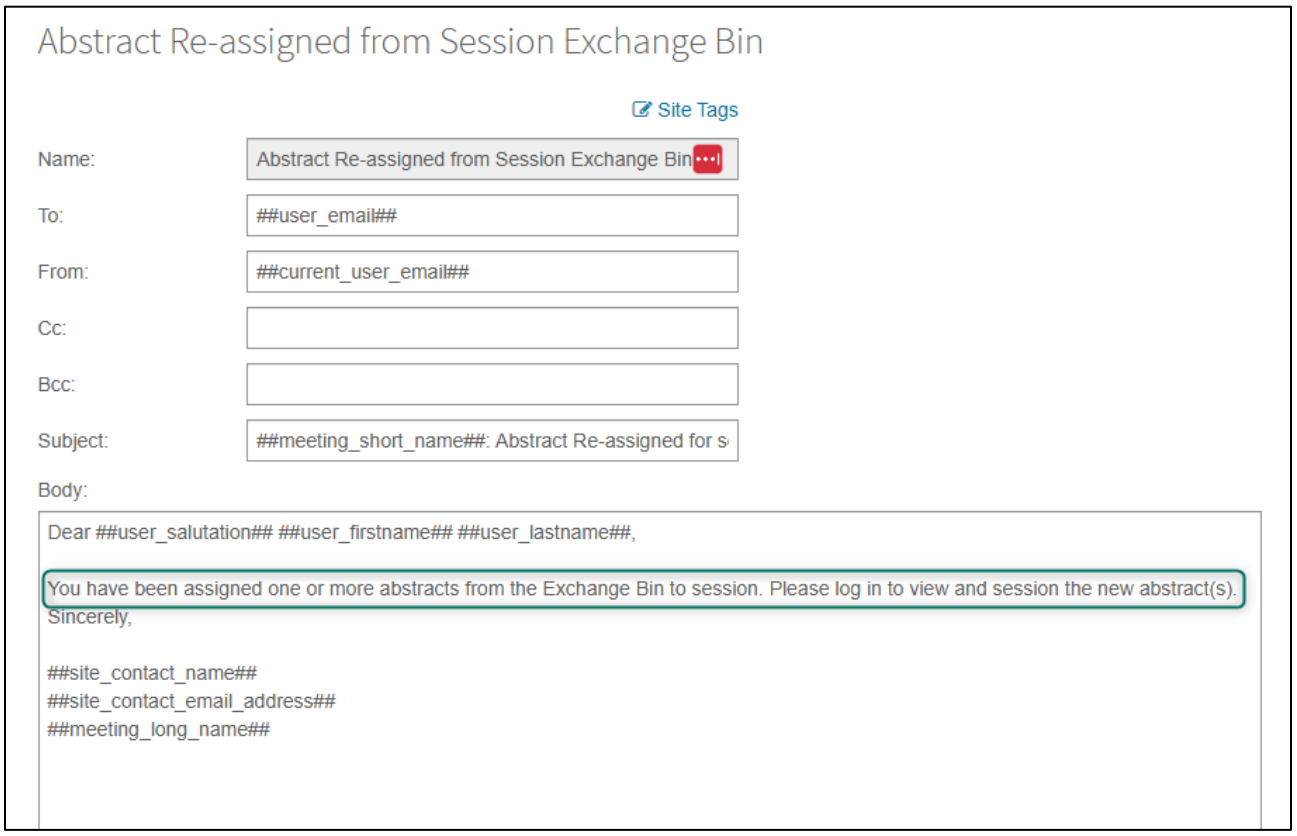
NAME	STATUS	ACTIVATE	EDIT BEFORE SENDING (ADMINS ONLY)	VIEW SE
Abstract placed in Exchange Bin	Active	☑	☐	
Abstract Re-assigned from Review Exchange Bin	Active	☑		
Abstract Re-assigned from Session Exchange Bin	Active	☑		



© 2025 Silverchair

For the Session Center Exchange Bin, you will use this email template: Abstract Reassigned from Session Exchange Bin. The email template is used to send sessioners notice that they have had a new abstract reassigned to their category for sessioning.





© 2025 Silverchair

For Assistance contact our support team at: s1help@silverchair.com

About Silverchair

Silverchair is the leading independent platform partner for scholarly and professional publishers, serving our growing community through flexible technology and unparalleled services. Our teams build, maintain, and innovate platforms across the publishing lifecycle—from idea to impact. Our products facilitate submission, peer review, hosting, dissemination, and impact measurement, enabling researchers and professionals to maximize their contributions to our world.
www.silverchair.com

© 2024 Silverchair Science + Communications, LLC. All rights reserved. This User Guide and its contents, including but not limited to text, graphics, logos, and images, are the intellectual property of Silverchair Science + Communications, LLC and are protected by copyright, trademark, and other applicable laws. Unauthorized reproduction, distribution, modification, or transmission of any part of this document, in any form or by any means, including electronic, mechanical, photocopying, recording, or otherwise, without prior written permission from Silverchair Science + Communications, LLC is strictly prohibited. The Silverchair Science + Communications, LLC name, logo, and any related trademarks or service marks may not be used in any manner without the express written permission of Silverchair Science + Communications, LLC. For permission requests or inquiries regarding usage rights, please contact: legal@silverchair.com