

# Reviewer Panel Duties Guidelines

Dear Review Panel Members,

We are pleased to welcome you to the Reviewer Panel. Your expertise and insights are invaluable to our evaluation process. Below are the guidelines to help you understand your duties:

## 1. Review Process

All submitted materials must be reviewed within the designated timeframe provided in your initial invitation. Please adhere strictly to the deadlines.

## 2. Evaluation Criteria

Focus on the following criteria while reviewing submissions:

- Relevance to the topic
- Originality and innovation
- Quality of research or argument
- Clarity of presentation

## 3. Feedback Submission

Your feedback should be constructive and specific. Aim to provide actionable suggestions for improvement.

## 4. Confidentiality

All discussions and documents related to the review process are confidential. Please do not share any materials outside the panel.

## 5. Conflict of Interest

If you identify any potential conflicts of interest during the review process, please notify us immediately.

Thank you for your commitment to maintaining the integrity and quality of our review process. Your participation is greatly appreciated.

Sincerely,  
[Your Name]

[Your Position]  
[Your Organization]