



Terms Of Reference for The Scientific Subcommittee Abstract Reviewers

International Conference on Family Planning

Bogota, Colombia, November 3-6, 2025

Introduction

The International Conference on Family Planning (ICFP) has convened the global development community with the shared goal of achieving universal access to family planning. Since its inception in 2009, ICFP has grown into more than just a conference—it's now a platform, a community, and a movement. The conference's success relies on the dedicated efforts of its subcommittee co-chairs, members, track organizers, abstract presenters, mentors, moderators, and other volunteers who contribute at various stages, from preparation to execution and evaluation.

The Scientific Subcommittee plays a crucial role in ensuring the academic rigor and relevance of the conference, with Track Chairs overseeing specific thematic areas and Reviewers supporting them by evaluating abstracts and providing essential input. This document outlines the Terms of Reference (TOR) for the ICFP Scientific Subcommittee Reviewers, covering their responsibilities in reviewing, evaluating, and collaborating Track Chairs ensuring high-quality contributions.

Purpose of the Role

Reviewers are responsible for assessing the quality, relevance, and originality of submitted abstracts within their assigned thematic tracks. Working under the guidance of the Track Chairs, Reviewers help ensure that the conference program maintains its high academic and professional standards. This includes participating in the review process, providing feedback on submissions, and assisting in the selection of abstracts for presentations.

Responsibilities

By accepting the role of Reviewer, you commit to actively participating in the abstract evaluation process and supporting the Track Chair in developing a robust and relevant conference program. Specific responsibilities include:

1. Abstract Review and Evaluation:
 - Review and evaluate assigned abstracts based on established criteria, ensuring that submissions meet the conference's academic and thematic standards.
 - Provide constructive feedback on each abstract, identifying strengths, weaknesses, and areas for improvement.
 - Recommend abstracts for oral presentations, poster sessions, or rejection, based on their quality and relevance to the track.
2. Timely Participation:
 - Ensure that all abstract reviews are completed within the specified deadlines. Timely participation is critical to maintaining the conference's schedule and ensuring that the best content is selected.
3. Quality Assurance:
 - Contribute to maintaining the highest academic and professional standards in the conference program. This includes flagging any concerns related to content quality, originality, or ethical issues during the review process.
4. Communication and Reporting:
 - Provide feedback on the review process itself, suggesting improvements for future conferences.

Time Commitment

- The role of Reviewer requires a commitment of between 10 to 15 hours during the abstract review period, depending on the number of abstracts assigned to each reviewer. Additional time may be needed for follow-up discussions with the Track Chair or Scientific Subcommittee.
- Participation in conference calls or virtual meetings, as needed, to discuss abstract evaluations and session planning.

Reporting and Accountability

- Reviewers report directly to their assigned Track Chair.
- Track Chairs should be informed in the event of conflicts of interest, delays, or issues with review.

Duration of the Role

- This role spans the duration of the abstract review period, starting from 03/17/2025 concluding 04/11/2025.

- While we appreciate all interest in being a reviewer for ICFP 2025, **please volunteer only if you expect to have availability during this time.**

Benefits

1. Recognition in the Conference Program and Website:

As a Reviewer, your contributions will be acknowledged in the official conference program and website. This recognition not only shows your involvement but also enhances your professional profile within the global family planning community.

2. Networking Opportunities with Leading Experts in the Field:

Contributing as a Reviewer provides opportunities to connect with other experts, researchers, and professionals in family planning. Your participation in the conference review process allows you to engage with cutting-edge research and build relationships with thought leaders in the field.

3. Contribution to Advancing the Global Family Planning Agenda:

By evaluating and selecting high-quality abstracts, you play a direct role in shaping the conference's content and advancing the global family planning agenda. Your work ensures that critical topics and innovative ideas are highlighted at the conference.

4. Professional Development:

Participating as a Reviewer offers opportunities to enhance your expertise in abstract evaluation, academic rigor, and thematic content development. This role also allows you to stay current with emerging research and trends in family planning, benefiting your ongoing professional development.