

Review process for Guest Passes (DGRG)

1. Eligibility check (Chair of the Review Panel only)

After the form closes, the Chair of the Review Panel (appointed from the DGRG committee) will:

1. Reviews Section 1 (non-anonymous section).
2. Confirms that applicants meet the RGS guest pass eligibility requirements (using Appendix 1)
3. Removes identifying information (name, institution, email, country).

Only the anonymised responses are then circulated to reviewers and applications that clearly do not meet the eligibility criteria should not proceed to scoring.

2. Review panel and quorum

- Applications will be assessed by a review panel drawn from the DGRG committee. The panel will consist of maximum five members, including the DGRG chair and the events officer.
- The panel will be constituted, where possible, to ensure a balance of gender and career stage among reviewers.
- A minimum of three panel members (including the chair or a designated deputy) is required for the panel to be quorate.
- Panel members who have a conflict of interest with an applicant will not participate in the assessment of that application.

3. Individual scoring

- Each committee member independently scores the anonymised applications using a rubric which evaluates the following:
 - Contribution to the conference: Nature and significance of the applicant's role at the conference
 - Benefit of attendance: How attending the conference would support the applicant's work or practice
 - Financial access: Whether the applicant has limited access to institutional funding
 - Planned engagement with the conference (appropriate to the mode of attendance): Likelihood of participation beyond the applicant's own session
- Scoring should be done individually before any group discussion to reduce bias and group influence.
- Reviewers should also declare conflicts of interest if they believe they can identify an applicant.

4. Aggregation of scores

- Once individual scoring is complete, the Chair collates the scores from all reviewers.
- For each application, the mean score across reviewers will be calculated.
- If a reviewer declares a conflict of interest or can identify an applicant and therefore does not score that application, the overall score will be calculated using the mean of the remaining reviewer scores.

The ranked list will be circulated to the review panel in advance of the panel discussion.

5. Panel discussion and final recommendations

- The review panel will meet to confirm the ranked list and make final recommendations for allocation.
- Discussion should focus on applications where scores vary substantially between reviewers or where the panel considers clarification necessary.
- Panel members who have declared a conflict of interest for a particular application will not participate in the discussion or decision relating to that application.
- Guest passes will be allocated in order of the ranked list until the available allocation has been exhausted.
- Where applications receive very similar scores, the panel may consider access to funding and the aim of broadening participation in the Digital Geography community (including across sectors and career stages) when making final allocations.

- Following the panel's decision, the Chair will match anonymised application IDs to applicant details.
- The nominated guests will then be submitted to the RGS-IBG conference organisers in accordance with their procedures.
- All applicants will be notified of the outcome once the process has been completed.