

Proposal #:

Proposal Name:

Please rate the following proposal on the scale of 1-4.

Evaluation Criteria	Excellent 4	Good 3	Fair 2	Poor 1	Score
Title	Clear, well-formulated, and gains the reader's attention	Generally describes the session	Some indication of the session's content	Unclear, poorly formulated, does not reflect the session content	
Objective	Clear and specific	Somewhat clear, lacks some specificity	Understandable, but needs to clarify how the presenter will attain it	Too general or too vague; unclear how it will be reached	
Abstract	Well-written; provides explicit statement of participant outcomes and how it will be achieved	Clearly written; provides a general statement of participant outcomes	Adequately written; participant outcomes need detail	Unclear and /or poorly written; fails to include participant outcomes	
Importance and Appropriateness of topic	Immediately relevant and important to the field	Timely and appropriate to the field	Related to the field, but does not present anything new	Irrelevant and unimportant to the field	

Total Score _____