

## **SAMPLE Symposium Proposal Evaluation Form**

As of 3/1/2019

**Do you have a conflict of interest with this proposal?** Yes / No

If you selected yes, please use the "Recuse Myself" link above.

*(FYI - This will remove the proposal from the reviewer's portal so they won't answer the questions below.)*

### **Possible 15 points for Basics**

- 1) Is the proposed format well-matched to the session description?
- 2) Do the speaker presentations support the goals identified in the session description?
- 3) Do the speakers represent a balanced perspective on the topic?
- 4) Is there speaker diversity in relation to gender, racial/ethnic background, career level, and employment type (e.g., academia, government, industry)?
- 5) Are the speakers and chairs all from different companies/institutions as each other?

### **Possible 25 points for Interest / Appeal**

- 6) To what extent would this symposium appeal to members of the division for whom I am reviewing? (up to 10 points)
- 7) To what extent would this symposium appeal to ASPET members across more than one division? (up to 10 points)
- 8) To what extent would this symposium appeal to EB attendees across multiple societies (up to 5 points)

### **Possible 10 points for Top Picks**

- 9) Would you recommend this symposium to the ASPET Program Committee?
  - (a) Yes, definitely move this forward (10 points)
  - (b) Has potential but needs revisions (5 points)
  - (c) No, do not move this forward (0 pts)