

Evaluation Sheet for Best Presentation (memo use)

The purpose of this sheet is to help you keep a memo of the presentations and to decide on the Best Presentation after the session ends

Please evaluate each presentation with respect to the first four columns.

Column 1 is to evaluate the potential of the presenter. If the presenter has potential, give “4”, if not give “0” (Example: A graduate student with a lot of potential can be given 4, but a very experienced professor 0). You can choose intermediate points depending on the researcher’s experience. If experience is difficult to gauge, you can give 4 points to all presenters.¹

Column 2 is to evaluate the overall content of the presentation. If the content was easy to understand, even to a non-specialist, give a high score.

Column 3 is to evaluate the style of the presentation, including time management and creativity.

Column 4 is to evaluate the responses of the presenter. If the responses were excellent, you can give a 4.

Points for Columns 2, 3, and 4: 1. Poor 2. Average 3. Good 4. Excellent

Calculate the total points and write this in Column 5.:

			<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>	<u>Column 5</u>
Presenter	Submission No. (3 digits)	Presenter Name	Potential	Content	Presentation Style	Response Quality	Total Evaluation
1							
2							
3							
4							
5							

Based on the above evaluation, the chairs need to decide on one BEST PRESENTER and write their decision on SHEET TWO.
Please give SHEET TWO to the SGRA Volunteer right after the session.

¹ This is a handicap system to give less experienced but high-potential researchers a chance at getting the award. This handicap system was not used in the Best Papers selection. The AFC Organizing Committee decided to be less stringent in selecting the Best Presentations in order to provide another opportunity for potentially good paper submissions that were not selected as Best Papers due to constraints. The Committee hopes for your kind understanding in this matter.