



ARIAS·U.S. 2017 Spring Conference Proposal Submission Ranking Guidelines

There are 6 proposals submitted for the 2017 Fall Conference. Below are guidelines and a ranking grid that will assist in the proposal review process.

Proposal Ranking Process

- Please review each proposal as it relates to each of the six areas provided below:
 - **Quality of Topic:** Is the topic of importance, relevance, value, and/or interest to the target audience?
 - **Speaker Knowledge:** Does the speaker(s) appear to have sufficient knowledge, expertise, and authority to effectively address this topic?
 - **Session Strategies:** Has the speaker included strategies that will effectively engage the attendees and result in effective learning?
 - **Overall Rating:** What is your evaluation of this proposal overall?

- Using the reviewer score card (excel document), rate each proposal on a scale of 1 – 5, with **1 being poor** and **5 being excellent**.

- Provide additional comments and any notes for consideration.

- Make a recommendation based on your thoughts on the abstract (Accept, Reject).