RFP # **NAME** **TITLE** **LENGTH**

CRITERIA	EXCEEDS EXPECTATIONS 10 points	MEETS EXPECTATIONS 5 points	PARTIALLY MEETS EXPECTATIONS 3 points	DOES NOT MEET EXPECTATIONS 0 point	SCORE
A. TIMELINESS & RELEVANCE OF TOPIC	- Proposal topic is very timely - Proposal topic is very relevant to the AI field - Proposal topic is very relevant to the conference theme	- Proposal topic is timely - Proposal topic is relevant to the AI field - Proposal topic is relevant to the conference theme	- Proposal topic is partially timely - Proposal topic is partially relevant to the AI field - Proposal topic is partly relevant to the conference theme	- Proposal topic is not timely - Proposal topic is not the AI field - Proposal topic is not relevant to the conference theme	
B. CLARITY OF PURPOSE & GOALS	- Purpose and outcomes are very clearly stated	- Purpose and outcomes are adequately stated	- Purpose and outcomes are partially stated	- Purpose and outcomes are missing or not stated	
C. CONTENT KNOWLEDGE & EXPERIENCE	- Indication that the presenter is very knowledgeable about the concepts they are presenting and the practical applications	- Indication that the presenter is knowledgeable about the concepts they are presenting and the practical applications	- Indication that the presenter is partially knowledgeable about the concepts they are presenting and the practical applications	- No indication that the presenter is knowledgeable about the concepts they are presenting and the practical applications	
D.SPEAKING EXPERIENCE & SUBJECT AUTHORITY	- Presenter has solid speaking experience - They have a proven track record speaking on their proposal's topic	- Presenter has adequate speaking experience - They have a recent record of speaking on their proposal's topic	- Presenter has partial speaking experience - They have partial experience speaking on their proposal's topic	- Presenter has no speaking experience - They have no experience speaking on their proposal's topic	
E. ORGANIZATION & PROCEDURES	- Very well organized - includes ample interaction, participant engagement, hands-on practice, relevant technologies, and materials	- Well organized - Includes adequate interaction, participant engagement, hands-on practice, relevant technologies, and materials	- Partially organized - Includes partial interaction, participant engagement, hands-on practice, relevant technologies, and materials	- Not adequately organized - Does not include adequate interaction, engagement, hands-on practice, relevant technologies, and materials	
F. DIVERSITY & IDENTITIES	- Very clear knowledge of, experience with, and interest in dimensions of diversity that result from different identities, such as ethnic, socioeconomic, racial, gender, sexual orientation, disability, and cultural differences. - Comprehensive experience with those with identities different from their own.	- Adequate knowledge of, experience with, and interest in dimensions of diversity that result from different identities, such as ethnic, socioeconomic, racial, gender, sexual orientation, disability, and cultural differences. - Adequate experience with those with identities different from their own.	- Partial knowledge of, experience with, and interest in dimensions of diversity that result from different identities, such as ethnic, socioeconomic, racial, gender, sexual orientation, disability, and cultural differences. - Partial experience with those with identities different from their own.	- No indication or knowledge of, experience with, and interest in dimensions of diversity that result from different identities, such as ethnic, socioeconomic, racial, gender, sexual orientation, disability, and cultural differences. - No experience with those with identities different from their own.	
G. VALUE FOR ATTENDEES	- A very clear indication of concrete takeaways - A very clear indication of post-workshop value	- Clear indication of concrete takeaways - Clear indication of post-workshop value	- Partial indication of concrete takeaways - Partial indication of post-workshop value	- No indication of concrete takeaways - No indication of post-workshop value	
TOTAL SCORE	—------>	—------>	—------>	—------>	