<table>
<thead>
<tr>
<th>Adherence to RFP Instructions</th>
<th>Scoring Criteria</th>
<th>Scoring</th>
<th>Numerical Score</th>
<th>Reason for score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: No more than 8 words</td>
<td>No= 0 points</td>
<td>0</td>
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<tr>
<td></td>
<td>Yes= 2 point</td>
<td></td>
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<tr>
<td>Session description less than 100 words</td>
<td>No= 0 points</td>
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<tr>
<td></td>
<td>Yes= 2 point</td>
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</tbody>
</table>

**Content**

Rate the Session Description.

- Originality: Does the proposal offer a unique or innovative perspective on the topic?
- Feasibility: Does the proposal seem feasible?
- Potential impact: Could the session have a significant impact on attendees, through new insights or actionable takeaways?

Rate the Relevance of content to the Forum audience?

- Does the session address a topic that is currently relevant?
- Does the session address a topic that is of interest or importance to the intended audience? (Ex: though interesting, the 2023 Spanish elections are not relevant.)
- Does the session offer new or unique insights on the topic that have not been covered in previous meetings? (ex: food security is important, but is this different than last year’s session?)

Clarity & coherence

- Is the proposal well-structured and clearly articulated?
- Are the objectives and key points of the proposed session easy to understand?

Alignment with InterAction Mission

- Does the content align with the values and mission of InterAction?

Run of Show

- Content: Does the session content flow logically and coherently?
- Engagement: Is the session engaging and interactive?

Presenters/Panelists
| Overall rating of the selection of speakers | Does the presenter have relevant experience in the topic area they will be presenting on? | Excellent= 4  
Good= 3  
Average=2  
Poor=1 |    |
|------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------|
| Accept?                                  | No= 0 points  
Yes= 5 points | Subtotal Score    |
| BONUS POINTS                             | Are one or more Presenters/Panelists InterAction Members? | No= 0 points  
Yes= 4 points | Subtotal Score:    |
|                                          | Possible bonus points: 4 |    |
|                                          | FINAL SCORE | 0 |