

Name of Proposal:	
Organization:	
Reviewer Name:	

--

Overall Score: 0%

Adherence to RFP Instructions	Scoring Criteria	Scoring	Numarical Score	Reason for score
Title: No more than 8 words		No= 0 points Yes= 2 point	0	
Session description less than 100 words		No= 0 points Yes= 2 point	0	
<b>Content</b>				
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?	Excellent= 4 Good= 3 Average=2 Poor=1	0	
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?)	Excellent= 4 Good= 3 Average=2 Poor=1	0	
Clarity & coherence	Is the proposal well-structured and clearly articulated? Are the objectives and key points of the proposed session easy to understand?	Excellent= 4 Good= 3 Average=2 Poor=1	0	
Alignment with InterAction Mission	Does the content align with the values and mission of InterAction?	Excellent= 4 Good= 3 Average=2 Poor=1	0	
<b>Run of Show</b>				
Rate the Run of Show	Content: Does the session content flow logically and coherently?  Engagement: Is the session engaging and interactive?	Excellent= 4 Good= 3 Average=2 Poor=1	0	
<b>Presenters/Panelists</b>				

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	0	
<b>Accept?</b>				
Do you think we should accept or decline this proposal?		No= 0 points Yes= 5 points	0	
			Subtotal Score	
		Possible total points: 35	0	
<b>BONUS POINTS</b>				
Are one or more Presenters/Panelists InterAction Members?		No= 0 points Yes= 4 points	0	
			Subtotal Score:	
		Possible bonus points: 4	0	
		<b>FINAL SCORE</b>	<b>0</b>	