

EVALUATION FORM FOR PRESENTATIONS

Chair:

Speaker (mention speaker if is not first author).

Author(s):

Paper:

PART 1

Big issue	Small issue	OK

1 The level of English was sufficient to follow the talk easily.

--	--	--

2 The speaker appeared sufficiently confident and well prepared.

--	--	--

3 The length of the talk was appropriate.

PART 2

Rating system

1 - *Poor*

2 - *Fair*

3 - *Good* - Default score for a good speaker when there is no particular need for improvement

4 - *Excellent* - must be above average expectations.

5 - *Outstanding* - should be rare, and will only be considered if some explanation is provided.

1	2	3	4	5

4 The speaker engaged with the audience (did not look away, etc.)

--	--	--	--	--

5 The speaker handled the questions well.

--	--	--	--	--

6 Relevant and clear introduction and conclusions were provided.

--	--	--	--	--

7 The talk was divided into clear and relevant sections.

--	--	--	--	--

8 It was clear where the speaker was heading, sub goals were clear and well-motivated.

--	--	--	--	--

9 The technical explanations were clear and easy to understand.

--	--	--	--	--

10 The graphics, notation and overall slide layout was clear and effective.