EVALUATION FORM FOR PRESENTATIONS

Chair:

Author(s):

Paper:

Speaker (mention if not first author): .....

PART 1

	Big	Small	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 speakers 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 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					