

# Peer Review Guidelines

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**This is a peer review process and should be kept confidential.** Once you have reviewed the proposals and sent in your feedback, we ask you to destroy all proposal submissions.

## Evaluation Criteria

Conference content should be selected based on its relevance to the membership and to the field as well as its potential to contribute effectively to an insightful, engaging, professional experience. In keeping with ongoing membership discussions about diversity and inclusion, we have urged proposers to use the Conference sessions as an opportunity to include new voices and offer diverse viewpoints. Please keep this in mind as you review the proposals.

Proposals should be evaluated with the following selection criteria in mind:

- **Topic Relevance**
  - Is the topic timely?
  - How broad is the audience for this topic?
  - Does the proposal indicate that the session been given careful thought?
  - Is it an educational opportunity for attendees or the local community?
  - Does the topic provide new information on current issues or discussions within the field?
  - Has the topic been discussed already or been repeated frequently?
  - Will it generate discussion and debate among the attendees?
- **Presenter(s)**
  - Is there an effort to bring in new voices or new viewpoints on the subject?
  - Is there a speaker outlined that is crucial to the success of the panel?
  - Does the number of speakers cover the topic in the format requested?
  - Does the proposal indicate that these speakers have the expertise to address the topic?
  - Are there others that could be suggested to speak on this panel or topic?
- **Accuracy**

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- Would additional work be needed to turn it into an exceptional presentation?
  - Does the title provide an accurate description of the content?
  - Does the description provide enough information for you to understand what the session will be about and make a decision to attend/not attend?
  - **Perspective**
    - Does the type of presentation work well to meet the expected outcomes?
    - If a single presenter, does the proposal outline a clear perspective?
    - If there are multiple presenters, is this a balanced point of view presented or are there other areas to be considered?
    - Does the proposal offer diverse perspectives?
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