



SAMPE Event Proposal Evaluation and Rating:

SUBMISSION DATE:

Chapter:

Conference:

Rating Scale:

- For a rating of 4: Excellent – Acceptable, Virtually all of the criteria are met in all criteria areas described. This rating would be a recommendation to the executive cabinet for a board of director's approval vote.
- For a rating of 3: Good – Acceptable, One or two of the criteria are deficient in meeting all categories described. The overall rating of a 3 would be a recommendation to the executive cabinet for a board of director's approval vote. The FCE committee will work with the chapter to improve deficiencies.
- For a rating of 2: Improvement needed – Virtually all of the criteria area are not met in all criteria described, however it includes a few positive criteria. This would require a revised proposal by the proposal deadline date.
- For a rating of 1: Deny, Major deficiencies in all of the criteria. Incomplete Proposal. This would require a revised proposal by the proposal deadline date.
- Note, this rating sheet will be given to the FCEC committee members, Technical Director to rate each of these criteria, this rating system and comments will be used to rate and provide candid feedback to the chapter/s that have submitted the proposals. If multiple proposal are submitted for one event the ratings will be taken from an equal number of committee members and used for the purpose of recommendation to the EC for the award of the event.

REVIEW CRITERIA:

Proposals will be judged based on the following criteria:

- **Strength and Diversity of the Committee.**

Size, diversity and network of the sponsor organization to create a dynamic conference team that understands the SAMPE/CAMX conference process and the leading edge technology mindset.

- Did the proposal consider new leadership within the committees which may strengthen that ability to bring new ideas and the planning aspect of the conference?
- Does the proposal recognize the expectations to reach out to a diverse group of resources for the feature speakers, moderators, and committee member at large to serve the needs of the diversity of our industry ?
- Does the proposal spell out committee functions represented, target different technical disciplines, academia, government, R&D sales/marketing, etc.
- Base on the proposal does the FCEC feel that the proposal offers “Well-connected” members on the committee who can deliver a strong technical program
- Prospective chapter having been advised by the FCEC and fully understanding the level of commitment required to execute a successful conference. (The FCEC cannot personally evaluate this criteria based on individuals but the FCEC can evaluate whether the chapter demonstrates the understanding of the commitment level involved within the proposal.)

- **Partnerships are Desirable**

Partnerships between experienced and inexperienced chapters. SAMPE chapters must engage and lead through the process Chapters that are developing or need guidance as they are new to the conference planning process.

- Solo chapter will not be marked down, however cooperating chapters will be marked up in the criteria rating as their partnership draws on a larger network and extends engagement over multiple chapter and diversification.
- Does the chapter have strong “mentors” to others within or outside the primary chapter?

- **Evidence That the Committee Can Deliver a Superior Technical Program.**

Past experience of proposed committee as it relates to past conference and the breadth and depth of past conference from a program and planning standpoint.

- Are the selected conference tracks interesting and on-target of the current technology platform?
- Does the proposal include areas the chapter would want to cover based on industry of the region and where the chapter is located
- Does the proposal spell out the specialties of their committee members to recommend technical tracks and dynamic panels based on the access to high level leaders for the subject matter
- Does the proposal bridge the link between the Technical Excellence Committee and the chapter programming topics and committee
- Does the proposal have a combination of experienced volunteers and “new blood”
- If the chapter is a repeat conference organizer, what is the past performance indicator review of past performance
- Does the proposal reflect a balance of new and experienced volunteers?
- Does it have a professional tone?

- **Innovation and Creativity**

New ideas for conference programs and chapter engagements, does the proposal showcase “out of the box” thinking and fresh new ideas to the conference planning proposal?

- Does the rationale directly address the leading edge technology indicated by the Technical Excellence Committee year after year in a clear and coherent format?
- Does it represent new technologies or strategies in a creative and interesting way?
- Does the proposal propose new ideas, hot and timely topics included in preliminary discussions. Creative ideas for panels, tours, featured speakers/keynote, etc.

