

Conference Title

Host Chapters:

Date:

General Chairs

Technical Co-Chairs

Performance Indicator	+2 (Exceeds minimum criteria)	0 (Meets minimum criteria)	-2 (Doesn't meet minimum criteria)
1. Meeting all deadlines provided by Show Management.			
2. Complete two levels of paper review for 100% of papers.			
3. Recruiting a diverse mix of thought leaders for keynote and featured lectures.			
4. Conference Program was innovative and unique, touched on necessary technology areas.			
5. Committee members worked cooperatively with SAMPE Staff (responsive to emails, etc.)			

Additional Committee Members/Roles

Evaluation Rubric

1. Meeting all deadlines provided by Show Management.

- 0 rating indicates all deadlines were met.
- +2 rating would be met if deadlines are exceeded by 2-4 weeks (as specified by the timeline provided).
- -2 rating would be given if date exceeded the deadline dates given.

2. Complete two levels of paper review for 100% of papers.

- 0 rating indicates paper was reviewed by one category reviewer and one technical chair.
- +2 rating would be given if paper review is completed by two category reviewers and a technical chair.
- -2 rating would be given if papers are only partially reviewed or only reviewed by one reviewer.

3. Recruiting a diverse mix of thought leaders for invited presentations (keynote, lectures, tutorials, workshops, as applicable to the event.

- 0 rating given for recruitment of a diverse group (age, gender, and race) from various sectors of the industry.
- +2 rating would be given if featured speakers or lectures have a high profile within the industry.
- -2 would be given if featured speakers or lectures draw heavily from the existing pool of SAMPE speakers (repeat presenters, etc.).

4. Conference Program was innovative and unique, touched on necessary technology areas.

- 0 rating if the program is innovative and unique and touches on the necessary technology areas specified by the Technical Excellence Committee and the industry trends.
- +2 rating would be given if the conference program exceeds the minimum technology requirements with elaborate tracks that appeal to a wide range of attendees on the latest trends and potentially game changing technologies.
- -2 rating would be given if the majority of conference is missing any technology area required by the Technical Excellence Committee and industry trends. Deductions can result from an excess of repeated presentations or lack of new applications. Conference relies too heavily on research or submissions from students.

5. Committee members worked cooperatively with SAMPE Staff (responsive to emails, etc.)

- 0 Committee members respond to inquiries from staff regularly and timely.
- +2 rating would be given for timely responses to staff inquiries and foresight when working with SAMPE staff.
- -2 rating would be given if there was extended or lack of response to SAMPE staff inquiries.