

## CAA Best Student Presentation Award - Evaluation Form

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Presenter: \_\_\_\_\_

Referee: \_\_\_\_\_

Total Score

\_\_\_\_\_/40

Rate the candidate in the following areas on a scale from 1 to 5 where:

- 1) is poor
- 2) is fair
- 3) is good, very acceptable
- 4) is very good, better than expected
- 5) is outstanding, very exceptional

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A) **Introduction** - Did the presenter introduce the subject appropriately, clearly indicating the subject matter and level of presentation?

1                      2                      3                      4                      5

B) **Graphical Aids** - are the figures clear and not too cluttered? Is enough time allowed for each figure? Are graphs explained including important points?

1                      2                      3                      4                      5

C) **Body of Talk** - Did the presenter cover an appropriate amount of material that he/she could clearly explain the available time, rather than trying to present too much to present well?

1                      2                      3                      4                      5

D) **Presentation Quality** - Did the presenter speak clearly and concisely with good audience contact? Did the presenter present the paper rather than reading it?

1                      2                      3                      4                      5

E) **Conclusions** - Are there clearly stated conclusions or other appropriate concluding remarks?

1                      2                      3                      4                      5

F) **Timing** - Did the presenter finish without being rushed, with enough time for questions?

1                      2                      3                      4                      5

G) **Questions Handling** - How well did the presenter handle questions? (The referee should try to ask a question if no one else does).

1                      2                      3                      4                      5

H) **Technical Contribution** - What is, in your opinion, the technical significance of the work?

1                      2                      3                      4                      5

I) Do you believe the presentation worthy of an award as an "outstanding" presentation?

Yes / No

*Please include any comments you would like to pass on to the author/(s)presenter on the back of this page. The CAA Award Coordinator will pass them anonymously.*