

**First-Time Presenter Evaluation Sheet**

Contributed paper Chairs should check whether any presenters in their session are eligible for the First Time Presenter’s Award. If so, they should fill out a form for each such presenter, recording the name of the presenter, assessing the performance of the presenter across the various criteria on a scale of 1 to 5, and noting any other observations which they think may be relevant.

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| **Session Number and Room:** |  |
| **Session Chair:** |  |
| **Presenter:** |  |
| **Assessment Criteria:** (Please tick appropriate box) | **5****(Excellent)** | **4** | **3** | **2** | **1****(poor)** |
| **Structure of Presentation:** |  |  |  |  |  |
| **Clarity of Presentation:** |  |  |  |  |  |
| **Interaction with Audience:** |  |  |  |  |  |
| **Response to Questions:** |  |  |  |  |  |
| **Timeliness:** |  |  |  |  |  |
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