

ECSC Template Letter of Instructions for Evaluators

[Date]

[Name, institution, and email address of the ECSC presentation evaluator]

Letter of Instructions for Evaluators of ECSC Platform and Poster Presentations

Thank you very much for volunteering to be a presentation evaluator for the upcoming annual meeting of the Eastern Colleges Science Conference (ECSC). Your service to the organization and to the students is greatly appreciated and helps ensure a productive and successful conference. The list of presentations assigned to your evaluation group is shown below, identified by abstract number. Presentations have been placed in your evaluation group by general discipline—a discipline that you are qualified to judge. No presenter in your group should be from your institution.

Before the conference, please read these assigned abstracts via the posted conference program, which is accessed through a link on the ECSC1.org web page. Also before the conference, please read the following three documents, which are also posted on the ECSC1.org web page (under Judging):

Eastern Colleges Science Conference Judging Guidelines for Platform and Poster Presentations (a step-by-step description of the evaluation procedure and a must-read before the conference)

Eastern Colleges Science Conference Judging Rubric (the general criteria you'll be using to evaluate different components of the presentation)

Eastern Colleges Science Conference Judging Report (the form used for scoring the presentation and providing useful, thoughtful feedback)

When you arrive at the conference, please ask at the registration desk for your evaluation folder. That folder will include hard copies of the above-cited documents. Also included will be a judging report for each presentation, already identified by title and presenter(s). That is the form that you will complete for each presentation. Please follow the ECSC judging guidelines when evaluating each presentation and completing each judging report. The judging reports will be returned to the presenters for useful feedback. **Although scoring is important, your recommendations and constructive comments are probably more useful in helping the presenter to improve.** Please keep that in mind.

You are the only evaluator for the presentations that are assigned to you. **After completing your group's evaluations, please select one presentation that you think is most deserving of an ECSC excellence certificate, unless you do not think that any of the presentations is award worthy.** Clearly print "Award worthy" near the top of the appropriate judging report. While all presentations will be evaluated, those that should not be considered for an award per the request of the presenter(s) have already been identified on the appropriate judging reports. Also, any presentation given by more than three presenters is not eligible for an award. (Please see the judging guidelines for details.) There will be either ECSC assistants to collect your group's judging reports, or a collection location will be specified.

If you have any questions before the conference, please contact me. If you have any questions during the conference, please look for me or one of the ECSC judging assistants (they should be available and easily identified).

Thank you again for serving ECSC and helping young researchers learn to improve their presentation skills. We are all looking forward to a productive, fun, learning experience.

Sincerely,

[Name and email address of the person in charge of the evaluation process at the host institution]