

# NACADA Region Conference Proposals

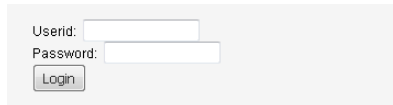
## Understanding the Reader Evaluation System

1. Review NACADA's Region Conference Reader Resources via the Region Conference Proposals website:  
<https://nacada.ksu.edu/Community/Regions/proposals.aspx>
2. Visit [apps.nacada.ksu.edu/conferences/regionalphp/reader\\_entry.php](https://apps.nacada.ksu.edu/conferences/regionalphp/reader_entry.php) for proposal review access.

Helpful Hint:

- Print the evaluation rubric if you prefer to score proposals prior to entering your recommendations in the system.

3. Login using Reader/Evaluator credentials provided.



4. If you prefer, you may print the abstracts and proposals for all assigned presentations to review in advance of submitting your online reviews. To read all abstracts in one document, click on the link shown here. This link is found on the Reader Evaluation Entry Page, just above the table listing all submitted proposals.

[Click here to read all of these abstracts in one document.](#)

5. Become familiar with the program formats.

• You may want to [read](#) or print out **all of the proposals** before beginning the evaluation process. Once you have submitted an evaluation you may not go back to review or change it.

**On the Reader Evaluation Form:**

• All fields with an \*asterisk mark must be completed.

• The formats listed in the field titled "**Program Format Requested**" are in the order that the applicant chose. Example, if you see LEC, PO that would mean that the applicants first choice would be to present this presentation as a lecture current session; their second choice would be to present it as a poster session.

Here is the key to the Program Formats:

- LEC** - A 60-minute presentation by one or more presenters; discussion time for questions and answers is encouraged. The length of time set aside for discussion is at the discretion of the presenters.
- PAN** - A panel will consist of a brief introduction by the panel moderator, followed by a brief presentation from each panelist followed by an interactive question-and-answer period with the audience. The best panel sessions are highly interactive, with panelists representing multiple points of view or perspectives from different institutions.  
  
Panels will be formed by individuals submitting their own teams; panels will not be teamed up by the Conference Committee. All panel sessions are expected to have a moderator for their session.  
  
Panels are expected to represent the views or perspectives of more than one institution.
- PO** - Presented in the form of a bulletin display and delivered primarily through the use of graphics and handout materials. These sessions are most appropriate for display of specific programmatic approaches and research findings. The presenter should expect to make brief remarks, share information, and answer questions about the presentation topic.
- PRE** - Preconference workshops are designed to feature specialized topics in the advising profession. These should be highly participatory sessions that cannot be effectively addressed in another format. Session participation is limited to maximize the opportunity for interaction.

6. Read and review submissions individually. You will review each proposal submission separately and submit your evaluation using the option below.

Read Proposal & Abstract	Evaluate
Read Proposal & Abstract	Evaluate Proposal

Note: You will only be allowed to review each proposal once. Submissions cannot be changed once submitted.

7. Evaluate the Proposal

- After you have read the abstract and proposal for a particular submission, you may rate the proposal based on the provided criteria.
- We highly encourage all readers to provide feedback to help the chair make the best informed decisions on accepting or denying the proposals.

**Understanding the Reader Evaluation Form**

- Rate the proposal based on the identified criteria on a scale from 1 to 5.
- To recommend the proposal, select “Yes.” Select “No” if you do not recommend the proposal.
- If you selected “Yes” in the “Recommend Accept” field, you will then recommend a format from the drop-down box under “Recommended Format” that you feel is best suited. \*See the Program Format descriptions in #5.
- Provide constructive feedback in the comments section. Proposal submitters are able to see reviewer comments. Please be mindful and make your comments developmental and beneficial to the submitter.
- If there is a conflict of interest that prohibits you from objectively evaluating a proposal, please indicate that you’re abstaining by checking box #7 on the Reader Evaluation Form.

**NACADA Regional Conference Call for Presentation Proposals**

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### Reader Evaluation Form

**Title:** [Redacted]

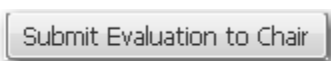
Abstract Code Number	Program Format Requested (in order requested)	Program Tracks	* Recommend Accept	* Recommended Format
113 (ViewProposal)	PRE-2	SD-Student Development, Theory, and Research	<input type="radio"/> YES <input type="radio"/> NO	Select a Format ▼

**\* Please rate the proposal on all of the following criteria (5=highest rating):**

- Interest:** Would there be a high level of interest in this program?  1  2  3  4  5
- Application:** Would these ideas be adaptable to other institutions?  1  2  3  4  5
- Clarity:** Are the abstract and purpose of the program well articulated?  1  2  3  4  5
- Creativity:** Would this introduce new ideas, approaches, concepts?  1  2  3  4  5
- Relevance:** Is this topic relevant to current advising issues?  1  2  3  4  5
- Research:** Grounded in research?  
*Not all proposals are research-based. The research score is intended to provide an appropriate rating score where applicable. Proposals should not be adversely evaluated if they are not based on research.*  1  2  3  4  5  N/A
- Abstain:** I wish to abstain from scoring this proposal.  
*Any scoring information you enter will be ignored if you abstain.*

**Comments**

8. Once all fields have been completed select:



Note: Remember you are only able to evaluate each proposal assigned to you once. Continue through the remaining proposals until evaluations for all assigned proposals have been submitted.