

## AABP Preconference Seminar Evaluation Rubric

1. Seminars will be evaluated by volunteers from the AABP Forward Planning Committee.
2. All information must be submitted online for consideration. Incomplete and late submissions will be rejected.
3. A detailed agenda explaining the presentation topics, times for presentations and speaker for each presentation must be submitted with the proposal.
4. The number of speakers are capped based on the number of days for the seminar. Submissions or requests for more speakers will not be accepted for any reason, including speakers who decline payment. The number of allowable speakers is as follows:
  - a. 3-day seminar = up to 5 speakers
  - b. 2-day seminar = up to 3 speakers
  - c. 1-day or ½ day seminar = 2 speakers

Rubric for evaluating seminar proposals is as follows:

1. Clinically relevant topic = 10 points, Soft topic = 5 points
2. Content evaluation = up to 15 points
3. New seminar (10 pts), Major Revisions (8 points), Minor Revisions (3 points), Repeat (1 point)
4. AABP committee developed or recommended (yes = 3 points, no = 0 points)
5. Reasonable course fee evaluation (up to 5 points)