

Criteria	5 – Excellent	4 – Strong	3 – Satisfactory	2 – Weak	1 – Unacceptable
Relevance to Counseling & Conference Theme	Topic addresses urgent or emerging issues, strongly aligns with counselor practice, and fits conference priorities.	Clear relevance to counseling practice or education and aligns reasonably with theme.	General relevance but lacks clear alignment with counseling or theme.	Tangential to counseling field or theme.	Not relevant to counseling or theme.
2. Implementation & Application	Clearly outlines strategies/tools participants can apply immediately in counseling or supervision settings.	Provides useful implementation ideas; some clear application to practice.	Application is vague or implied but not clearly described.	Minimal implementation guidance; theoretical or abstract.	No evidence of how content applies to counseling practice.
Originality & Contribution to the Field	Presents novel ideas, approaches, or research; adds clear value to the field.	Offers some unique content or framing of existing concepts.	Relies mostly on familiar approaches but with some useful elements.	Repeats known content without new insight.	Content is derivative, repurposed, or outdated.
References and Scholarly Support	5 or more well-curated references drawn from a mix of peer-reviewed literature, reputable practice-based publications (e.g., counseling journals, organizational white papers, government/agency reports), or recent practitioner/business articles	4–5 quality sources , including at least 2 from either peer-reviewed or reputable practice-based outlets; relevant	At least 3 relevant sources included; may rely more heavily on non-academic sources or show minor gaps in quality or connection to session content.	Fewer than 3 references; or sources are weak (e.g., blogs, generic websites) with unclear relevance	No references provided; sources clearly unrelated to topic; or placeholders like "TBD."
Clarity & Organization of Proposal	Exceptionally clear, logical, and well-written; includes well-aligned title, objectives, and description.	Generally well-written and organized; minor issues in clarity or alignment.	Adequate clarity; structure may need editing.	Poor organization, confusing language, unclear focus.	Unreadable, disorganized, or off-topic.

Learning Objectives	All objectives are measurable, specific, action-oriented, and clearly tied to counseling outcomes. (Meets required #.)	Objectives are mostly clear and measurable; some minor issues.	Objectives are present and relevant but vague or not measurable.	Objectives poorly constructed or barely connected to counseling.	Objectives missing, generic, or not measurable.
Engagement & Delivery Plan	Session plan includes active learning, interaction, and participant engagement throughout.	Describes meaningful engagement activities; some detail provided.	Engagement is mentioned but lacks specifics.	Minimal mention of engagement; primarily lecture-based.	No engagement described.
Presentation Structure & Pacing	Agenda includes detailed timing, aligns with recommended structure (lecture, interaction, reflection), includes required breaks.	Mostly clear structure; pacing is appropriate with minor gaps.	Agenda exists but lacks detail or balance.	Poorly structured or unclear agenda; breaks missing.	No agenda provided or unusable.
Presenter Expertise	Clearly demonstrates deep, relevant experience aligned with session topic.	Presenter(s) show strong, appropriate experience.	Some experience evident; partial relevance to topic.	Limited or unclear qualifications.	No evidence of relevant expertise.
Ethics & Cultural Responsiveness	Integrates diverse cultural lenses and ethical standards into all content areas; deep understanding of intersectionality.	Strong attention to diversity and ethics; some integration into content.	Mentions ethics/diversity but integration is light.	Minimal awareness of cultural or ethical issues.	Ignores diversity or ethics, or handles inappropriately.
Overall Recommendation	Must attend—session is highly relevant, original, and well-executed.	Strongly recommend—valuable for target audience.	Worth considering if space allows.	Weak—only include if room remains.	Do not include—does not meet expectations.