**Oe3C Talk Evaluations**

1) Please fill out one form for each of the people you have been assigned to evaluate. The names have been pre-filled out on each form, if you don’t have the form for a person it means that they are not eligible for an award (can verify with the talk evaluation schedule in your package).

2) Feel free to ask questions if you have any, but you are not obligated to do so.

3) If you have any particular comments about what made the talk stand out please include them on the form and they may be read out during the awards ceremony to describe what was said about the students work.

4) After the concurrent session is over please return the forms to Kate as soon as possible. We are trying to keep the tallies up to date as we go through the conference.

**Oe3C Poster Evaluations**

1) You will find each poster (last name of student and poster number) you have been assigned to evaluate in your registration package. Feel free to visit the assigned posters in any order and anytime during the poster session (5 – 7 pm). Students should be with their poster most of the time, but to allow even poster presenters the opportunity to look around we ask that you try to complete all of your evaluations in the first hour and a half (5 – 6:30 pm).

2) If someone is not at their poster please come back one more time (after 10 – 15 minutes). If they are absent after the second attempt then they score 0 on the evaluation.

3) We recommend that you spend 5 – 10 minutes with each poster, but if you find in interesting and are having a good discussion you can stick around even longer.

4) Please do not have the evaluation form visible while judging, we don’t want people to immediately identify who is evaluating them. We want to evaluate students based on how they present their research to anyone who happen to approach them, not someone that they know is evaluating them.

5) At the end of the poster session please find Kate and drop off your evaluations to her. It is best if you give all of your evaluation forms at once.

6) Most importantly… enjoy the poster session!