

CEEA-ACÉG Collaboratorium: Rubric

	Not acceptable	Needs improvement	Satisfactory	Excellent
Collaboratorium title and name of facilitators	Title does not relate to the abstract and/or name and affiliation of the facilitations is not included	Poor connection of the title with the abstract text.	Title provides sufficient information about the content of the abstract	Provides concise and clear information about the content of the abstract
Clear description of the collaboratorium	Description is not included in the abstract text	Description does not include one or more required elements described in the template	Description includes the required information in the abstract text	Text provides a clear introduction of the organizing groups of the collaboratorium and the discussion topics, allowing the audience to make a decision whether or not to attend the session
Clear description of the learning objectives of the collaboratorium	Learning objectives are not included in the abstract	Learning objectives are not clear and do not relate to the content of the abstract	Learning objectives provides a general perspective of the outcomes from the session	Description of the expected outcomes from the session are clear and coherent to the abstract text
Clear description of discussion plan for the collaboratorium	Abstract does not include the description of activities during the collaboratorium	Description of activities during the collaboratorium are vaguely described, leading to misunderstanding of the audience	Activities are described in general terms to engage the audience to participate in the collaboratorium session	Description of activities are accurate and explicit about what are points of view for discussion and the corresponding background information

<p>Clear description of the timeline of the collaboratorium</p>	<p>The abstract text does not include a timeline. Difficult to estimate based on the information provided</p>	<p>The chronological description of the activities is not clear. The timeline is too short or too long. Does not fit within the scope of 1.5 h</p>	<p>May need to revise the schedule a bit depending upon the participants' response during the workshop</p>	<p>Well-planned events within the given timeframe. Provides adequate time to the participant to learn and engage with</p>
<p>Quality of the abstract</p>	<p>Unable to convey meaning</p>	<p>Poorly written. Several spelling and grammar mistakes. Contains a few undefined terms and acronyms</p>	<p>Clearly written with a few spelling and grammar mistakes. Includes one or more undefined acronyms</p>	<p>Clearly conveys the meaning. No spelling or grammar mistakes. All acronyms have been defined except for the most common ones in the field</p>