

## CEEA-ACÉG Workshop Evaluation Rubrics

	<b>Not acceptable</b>	<b>Needs improvement</b>	<b>Satisfactory</b>	<b>Excellent</b>
Workshop Title and Facilitators	Title does not relate with the abstract text and/or the facilitators are not listed.	Poor insight into the content mentioned in the abstract text. May mislead the readers.	Title provides sufficient information about the content of the abstract text.	Provides accurate and clear insights into the content of the abstract text.
Clear description of the workshop topics to be covered and engaged with	No background information or topic description.	A brief statement about the topic without clear description. Insufficient information for the participants to decide their interest in the topic.	Adequately defined topics to be covered in the workshop with sufficient description.	A clear paragraph describing the relevance of the workshop, topics to be covered and a brief description of these topics.
Clear statement of the learning outcomes for the workshop	Learning outcomes are not listed.	Learning outcomes are not clear or do not align well with the workshop description.	Learning outcomes demonstrate some cohesiveness with the workshop description and participatory activities.	Learning outcomes are clear and align well with the content of the workshop description and activities.
Clear statement of the participatory activities	Lacks a clear vision to engage participants during the workshop.	Proposed plan/outline to engage participants looks logical; however, this does not provide adequate details of the participatory activities.	Provides a logical plan with sufficient details of participatory activities. Activities are clearly participatory.	Provides a logical plan with substantial details of participatory activities. Participants will have a clear idea of what they will be doing in the workshop.

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