



Ontario Professional Planners Institute

2021 Conference: Proposal Evaluation Rubric

All proposals submitted to OPPI are subjected to a rigorous jurying process. The first step of this process is a peer review of each proposal by three separate Planning Knowledge Exchange (PKE) Committee members. This following rubric is used as a guide by the PKE Committee as they jury each proposal. Upon completion of the peer review process, the average score of each proposal is calculated before being considered further.

Categories	Level 1	Level 2	Level 3	Level 4	Total
Consistency with information and format requirements 10%	The applicant's proposal has limited consistency with information and format requirements (2.5/10)	The applicant's proposal has some consistency with information and format requirements (5/10)	The applicant's proposal has considerable consistency with information and format requirements (7.5/10)	The applicant's proposal has a high degree of consistency with information and format requirements (10/10)	/10
Ability to provide a meaningful Continuous Professional Learning Opportunity, addressing selected themes and/or essential questions 60%	The applicant has demonstrated little or no commitment to provide a meaningful CPL opportunity to the expected standard set out by OPPI, and focuses on too many or too few of the themes and/or	The applicant has demonstrated some commitment to provide a meaningful CPL opportunity to the expected standard set out by OPPI, and focuses on too many or too few of the themes and/or	The applicant has demonstrated a considerable commitment to provide a meaningful CPL opportunity to the expected standard set out by OPPI, in line with one or more of the themes	The applicant has demonstrated a thorough commitment to provide a meaningful CPL opportunity to the expected standard set out by OPPI, in line with one or more of the themes and/or	/60

	learning outcomes (12.5/50)	learning outcomes (25/50)	and/or learning outcomes (37.5/50)	learning outcomes (50/50)	
The proposed presenter(s) demonstrated an ability to engage and challenge participants through their proposed methods of delivery 30%	Proposed methods of delivery and use of technology demonstrate little or no potential to engage and challenge participants (7.5/30)	Proposed methods of delivery and use of technology demonstrate some potential to engage and challenge participants (15/30)	Proposed methods of delivery and use of technology demonstrate considerable potential to engage and challenge participants (22.5/30)	Proposed methods of delivery and use of technology demonstrate a high degree of potential to engage and challenge participants (30/30)	/30

Self-assessment questions to be included in the Call for Presentations:

- Does this session contribute to wider societal discussions concerning equity, diversity, and inclusion? If yes, how?
- Please indicate your level of confidence (1 being lowest, 4 being highest) with public speaking.
 - I am confident in my ability to engage audiences for a sustained period of time. (1 2 3 4)
 - I am confident in my ability to effectively transfer knowledge to participants during a public speaking engagement. (1 2 3 4)
 - Overall, I am confident in my abilities as a public speaker. (1 2 3 4)
- Can you please provide some examples of previous public speaking experience?