



2024 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 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.

Additionally, as a result of member feedback, OPPI-led task forces and wider societal conversations, OPPI has identified major educational priorities in the delivery of new learning materials for its members:

- Anti-Black racism, systemic discrimination, and institutional racism
- Equity, diversity & inclusion principles, and representation in planning
- Women and gender diversity in planning
- Indigenous histories, cultures, and perspectives, unceded, unsundered Land, Treaties and other reciprocal agreements, sovereignty and self-determination, inherent Indigenous and Treaty rights, and the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).
- Climate change, climate science, mitigation, and adaptation

Proposals that indicate their plans to address one or more of these priorities will be given greater consideration than those that do not.

Categories	Level 1	Level 2	Level 3	Level 4	Total
Consistency with information and format requirements 10%	The applicant's proposal has little or no 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 educational priorities 40%	The applicant has demonstrated little or no commitment to providing a meaningful CPL opportunity that responds to the Institute's educational priorities (10/40)	The applicant has demonstrated some commitment to providing a meaningful CPL opportunity that responds to the Institute's educational priorities (20/40)	The applicant has demonstrated a considerable commitment to providing a meaningful CPL opportunity that responds to the Institute's educational priorities (30/40)	The applicant has demonstrated a thorough commitment to providing a meaningful CPL opportunity that responds to the Institute's educational priorities (40/40)	/40
Relevance to one or more of the conference essential questions 20%	The applicant's proposal demonstrates little or no relevance to one of the conference essential questions (5/20)	The applicant's proposal demonstrates some relevance to one or more of the conference essential questions (10/20)	The applicant's proposal demonstrates considerable relevance to one or more of the conference essential questions (15/20)	The applicant's proposal demonstrates a high degree of relevance to one or more of the conference essential questions (20/20)	/20
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:

1. Which essential question(s) does your session respond to?
2. How does this session address one or more of OPPI's educational priorities?

3. In an effort to work towards a more representative conference program, organizers would like more information about who is submitting a conference presentation proposal for consideration. Do you, or any of your co-presenters, identify as a member of one or more racially marginalized and/or other equity-deserving groups? Please self-identify. *

* Applicants are not required to answer this question; it is entirely optional. OPPI recognizes that there are real and perceived risks in self-identifying and disclosing this information. These responses are kept confidential and are used solely for the purposes aiming to ensure a greater representation of lived and professional experiences amongst conference speakers.