

Appendix A: WEFTEC Workshop Proposal Rating Matrix

Scoring Level	WEF Committee Sponsorship (WEF Staff will input a score of 1-5)	Topic benefit and significance (Repeat workshop score will be presented as a note/informational item only)	Learning objectives (WEF Staff will input a score of 1-5)	Methods for training (See the interactive guidance document)	Chairs and Facilitators (WEF will provide the scores of previous workshops for each chair & vice chair along with the proposals)	Overall Proposal Quality
1/2	(1) No sponsorship documentation provided.	Not much new material or information is already widely available.	(1) Not presented or does not follow the guidance set forth	Looks like a technical session with long presentations and little audience participation.	<ul style="list-style-type: none"> - Chairs and/or Facilitators are not good speakers/facilitators from reviewer's prior experience. - No diversity in Facilitators (same consulting firm and/or are clients relating to the same consulting firm) - Too many Facilitators 	Just an outline with substandard descriptions and no confirmations provided.
3/4	(3) One sponsoring WEF committee confirmed with letter and only a signature of the chair. No pre-proposal / initial committee input provided.	Modest benefit to focused audience.		Mostly just presentations with the addition of a panel discussion or Q&A session or two.		Generally complete without concepts fully defined but poorly presented or rushed development. Some confirmations provided.
5/6	(5) Review and input provided on the final proposal from one sponsoring committee. Process included a pre-proposal.	Modest benefit to broad audience.	(5) Clear statements of learning objectives that follow the learning objective guidance.	A portion of the workshop is interactive sessions and well-integrated. (50% of the time is presentation and 50% is interaction)	<ul style="list-style-type: none"> - Facilitators and/or chairs are average in their ability to deliver workshops or reviewer is uncertain of the ability. - There is some diversity in the Facilitators. - Or there are way too many Facilitators to truly have an interactive workshop. 	Generally complete without concepts fully defined but well presented. Most confirmations provided.
7/8		High interest and benefit to focused audience.		The workshop places a strong emphasis on interactive sessions with strong facilitation.		Complete with concepts fully defined and well presented. Most confirmations provided.
9/10		High interest and benefit to broad audience.		Majority of the day is interactive. The presentations are backed up by exercises to cement the knowledge. Interaction is well-integrated, and presentations are tailored to the interaction.	<ul style="list-style-type: none"> - Balanced mix of Chairs and Facilitators that match the topic of the workshop. 	Complete with concepts fully defined and well presented. provided. All confirmations provided.