





RFP Guidelines

Guidelines:

 <p>5 Stars: HIGHLY RECOMMENDED for INCLUSION</p>	<p>The proposal is clear, concise, easy-to-understand and error-free, with a warm and professional tone. The presenter is clearly experienced both as a presenter (including in a virtual environment) and as an expert in their field. The proposal is structured as requested. In particular, the summary clearly conveys the content within 3-5 sentences, and the objectives reflect the summary. The subject matter is either important to a core element of AIRS members, or else demonstrates an innovative approach to a niche expertise.</p>
 <p>4 Stars: RECOMMENDED for INCLUSION</p>	<p>The proposal includes most of the elements of the above. However, there may be some parts of the proposal that are lacking in quality. But overall, the presenter and the subject matter should confidently contribute a worthwhile session for our members.</p>
 <p>2 or 3 Stars: POSSIBLE for INCLUSION</p>	<p>The subject matter itself may be of lesser importance or while important, may not be quite matched by the experience of the presenter. Depending on the number and quality of the other submissions, this could be considered as “on the bubble” ... but is looked at only after the two above categories.</p>
 <p>1 Star: UNSUITABLE for INCLUSION</p>	<p>While this may be a well-meaning submission but not suitable for the AIRS Conference</p>