



Proposal Submission & Review Criteria

Proposal Guidelines

- Proposals must be complete and submitted in the LES online system to be considered
- Proposal requirements include:
 - Session Title
 - Description
 - Specific Learning Objectives
 - List of Speakers
 - Target Sector(s) or Topic(s)
 - Target Audience (Experience Level)

Proposal Scoring Criteria

Criteria 1: Proposal Topic

Relates to the theme above or is a valuable topic, even though it is not related to the meeting theme.

5 points	Very Relevant
5 Points	Very Valuable
3 Points	Somewhat Relevant
3 Points	Somewhat Valuable
1 Point	Not Relevant
1 Point	Not Valuable

Criteria 2: Workshop Speakers

Speakers include a combination of organizations and backgrounds, with at least one speaker from a corporation or university for each speaker who is a consultant, attorney in private practice, or service provider. Speakers' experience is relevant to the topic.

5 Points	Proposal includes more IP owners as active presenters than service providers. IP owners are committed to attend. Speakers' experience is extremely relevant to the topic.
3 Points	Proposal includes at least 1 IP owner as an active presenter. The IP owner must be committed to attend. The session cannot represent the view of only one firm. The speakers' experience is somewhat related to the topic.
1 Point	Proposal appears to feature only service providers from the same firm or only one presenter is listed. The speakers' experience is marginally related to the topic.

Criteria 3: Specific Sector Appeal

Contains elements of high interest to LES and non-LES members in the venue city/region in either Life Sciences; High Technology; Industry/University/Government; Chemicals, Energy, Environmental and Materials; or Consumer Products.

- 5 Points Proposal clearly directed at the sector/topic of high interest. The description includes one of the topics and details how it will be developed.
- 3 Points Proposal is related to the sector/topic at a very high level. No detail on how the topic will be presented and worked. It also could be a proposal that has a broad appeal to all attendees.
- 1 Point Proposal has little or no relevance to the attendees or topics/sectors of high interest at the venue.

Criteria 4: Valuable Tools and Strategies

Offers tools and strategies that the audience can apply to their daily work.

- 5 Points Proposal includes specific tools and strategies that are valuable to people in this sector on a day-to-day basis, as well as examples and/or instructions on how to apply the tools and strategies
- 3 Points Proposal includes specific tools and strategies that are useful in unique situations, as well as examples of how those tools and strategies have been implemented
- 1 Point Proposal does not include specific tools or strategies that are useful to this audience