



Breakout Session Presentation

FEEDBACK & TALLY SHEET

Student Name: _____

Student School & City: _____

I. Prior to Region or State			Score		
	Adheres	Does Not Adhere	J1	J2	J3
The session is aligned to TRAFLES, which is identified in the session description.	5	0			
A description of session was submitted to region/state office by the deadline for publishing and accurately describes the session. It entices conference participants to attend.	5	0			
A brief outline of the session was submitted to the region/state office by the deadline for review. Minimum requirements include an introduction, body and closing.	5	0			

II. Before the Presentation			Score		
	Adheres	Does Not Adhere	J1	J2	J3
Set-up is complete so the session can begin on time. All resources are in place (technology set, materials sorted, counted, bagged, etc.)	5	0			
At least one team member greets participants as they enter the presentation room.	5	0			
The session has obvious closure and does not end abruptly.	10	0			
The session fits the 40 minute time frame.	10	0			

III. During the Presentation				Score		
	Accomplished	Proficient	Developing	J1	J2	J3
Introduction of Chapter Name, Team Members, City, State and Title of session.	5	3	1			
Stated Goals	5	3	1			
Stated Objectives	5	3	1			
The presentation follows a logical sequence.	5	3	1			
The presentation includes accurate and up-to-date content. Presenters are knowledgeable about material covered.	5	3	1			
All support materials are accurate and error free.	5	3	1			
Session includes multiple strategies to maximize engagement between presenter (s) and participants as appropriate.	5	3	1			

IV. Presentation Closing				Score		
	Accomplished	Proficient	Developing	J1	J2	J3
Appropriate time is allowed for questions. (Questions may be answered throughout the presentation rather than the end.)	10	5	3			
Materials (handouts, slide decks, patterns, digital files and more) are shared with participants when appropriate.	10	5	3			

FINAL SCORE : / 100

ACTUAL TIME :

TOTALS

J1	J2	J3

Student Feedback		
Judge 1	Judge 2	Judge 3