**PME-NA 2018 Worksheet for Reviewing Working Group Proposals**

Note: Due to working group proposals exceeding a number that can be accommodated in the conference venue for the past several years, we anticipate that not all Working Group Proposals will be accepted. We anticipate a maximum of 12 Working Groups.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Title of Proposal: | | | | | | | |
| Criteria | | | Score (5 is high) | | | | |
| **Choice of Problem or Question** | | | 5 | 4 | 3 | 2 | 1 |
| *Is it clear what issue the proposal addresses?*  *Is the issue the proposal addresses an important one?* | | | | | | | |
| **Active Engagement of Participants** | | | 5 | 4 | 3 | 2 | 1 |
| *Does the proposal have an effective plan for engaging participants in productive reflection on the focused issue?* | | | | | | | |
| **Sustainability** | | | 5 | 4 | 3 | 2 | 1 |
| *Does the proposal outline meaningful follow-up activities that will lead to further collaboration?* | | | | | | | |
| **Results of Prior Work** (returning working groups only) | | | 5 | 4 | 3 | 2 | 1 |
| *Does the proposal include summary of past working group activities that shows productive engagement?* | | | | | | | |
| **Quality of Writing** | | | 5 | 4 | 3 | 2 | 1 |
| *Does the proposal conform to the formatting style for the conference? Does the proposal display high quality writing?*  *Does the proposal communicate ideas effectively?* | | | | | | | |
| **Recommendation** | Definitely Accept | Accept in an alternate format | | | | Reject | |
| **Comments to assist the Local Organizing Committee in making the final decision.** | | | | | | | |
| *Is the working group of such high quality that it should definitely be on the program? Should it be on the program if there is space? Should it not be on the program at all?* | | | | | | | |
| **Comments for the author(s) to improve the quality of their work.** | | | | | | | |
| *Please provide useful feedback on how the working group organizers might improve the quality of their working group.* | | | | | | | |