Interdisciplinary Biological Sciences Symposium

Judges and Awards Committee Standard Operating Procedures

The Judges and Awards Committee is responsible for overseeing the evaluation process and ensuring that all awards are distributed fairly and accurately. This committee coordinates the selection and briefing of judges, manages scoring procedures, and ensures that award criteria are consistently applied. By focusing on the areas outlined in this SOP, the Judges and Awards Committee helps uphold the integrity of the symposium's recognition process and ensures that participants feel valued and celebrated for their contributions.

8/28/2025

***Pre*-Symposium Preparation**

1. **Criteria Development**: Establish clear judging criteria and guidelines for both poster and oral presentations.
2. **Training**: Provide training sessions for judges to ensure consistency and fairness in scoring.

During the Symposium

Coordination and Scheduling

3. **Manage Judging Schedule**: Ensure that all judges are aware of their schedules and the presentations they need to evaluate.
4. **Briefing Judges**: Provide a final briefing to judges, reminding them of the criteria and any last-minute updates.

Evaluation

5. **Attend Presentations**: Judges attend the assigned poster and oral presentations to evaluate them based on the established criteria.
6. **Score Submission**: Collect and tabulate scores from judges after each session.

Support and Communication

7. **Assist Judges**: Provide any necessary support to judges, such as answering questions or resolving issues that arise during the evaluations.
8. **Communicate with Participants**: Ensure participants are informed about the judging process and any relevant updates.

Logistics

9. **Materials Distribution**: Distribute judging materials, such as score sheets and evaluation forms, to the judges.
10. **Venue Coordination**: Coordinate with the venue staff to ensure that all necessary equipment and spaces are prepared for the presentations.

Post-Evaluation

11. **Score Verification**: Verify the accuracy of the scores and resolve any discrepancies.
12. **Award Preparation**: Assist in the preparation of award certificates and ensure they are ready for the award ceremony.

Post-Symposium Tasks

13. **Feedback Collection**: Collect feedback from judges about the judging process to improve future events.

Additional Roles

14. **Communication**: Maintain clear communication with participants regarding judging criteria and timelines.
15. **Conflict Resolution**: Address any disputes or concerns related to the judging process.
16. **Documentation**: Keep detailed records of scores and feedback for future reference.

Score Tabulation and Verification Process

To ensure accuracy and fairness in the judging process, the following procedures will be implemented:

1. **Score Tabulation**: All scores from the judges will be collected and tabulated by a designated individual. This person will be responsible for compiling the scores and ensuring they are accurately recorded.
2. **Score Verification**: Once the scores have been tabulated, a second individual will review and verify the scores. This verification process includes:
    - **Cross-checking** the tabulated scores against the original score sheets.
    - **Identifying and resolving** any discrepancies or errors.
    - **Confirming** the final scores before they are announced.

By implementing this two-step process, we aim to maintain the integrity and reliability of the judging results.

Awards and Prizes

The following awards and certificates will be presented:

1. **1st Place**: Awarded to the top-scoring presentation.

2. **2nd Place**: Awarded to the second highest-scoring presentation.
3. **3rd Place**: Awarded to the third highest-scoring presentation. Ties are only considered for this position.

Additional Recognitions

4. **Honorable Mention**: Awarded to three presentations that demonstrated exceptional quality but did not place in the top three.
5. **People's Choice**: Awarded to the presentation that receives the most votes from the symposium attendees.

This structure ensures a fair and comprehensive recognition of outstanding contributions.

Student Speaker Feedback:

Written Feedback

- **Detailed Comments**: Provide written feedback that includes specific comments on various aspects of the presentation, such as content, delivery, visual aids, and engagement.
- **Score Breakdown**: Share the breakdown of scores to help participants understand how they were evaluated.

Benefits of Providing Feedback

- **Skill Development**: Helps participants develop their presentation and communication skills.
- **Confidence Building**: Positive reinforcement boosts confidence and motivation.
- **Continuous Improvement**: Encourages a culture of continuous improvement and learning.

All judging activities must be conducted in strict confidentiality. Under no circumstances should the names of the winners be disclosed or made public prior to the awards ceremony.