

**BEST STUDENT PRESENTATION AND POSTER AWARDS
NORTH CENTRAL SECTION OF THE WILDLIFE SOCIETY**

JUDGING PROCEDURES AND GUIDELINES

1. Applications for Best Student Presentation Award and Best Student Poster Award must be received by the Best Student Presentation and Poster Awards Committee by advertised deadline to be considered in the judging.
2. Chief Judge reviews all applications for completeness.
3. Chief Judge assigns three (3) judges to evaluate each presentation and poster. Selection of judges may consider background, experience, an interest of judges. Generally each judge will evaluate all qualifying presentations or posters in two or three sessions.
4. At least two weeks before the conference, Chief Judge sends each judge the following:
 - . a schedule of the presentations/posters he/she will judge
 - . complete applications (application form and abstract) for each presentation/poster he/she will judge
 - . an adequate supply of score sheets
 - . a copy of *Judging Procedures and Guidelines*
5. Chief Judge keeps a master schedule of all presentations/posters to be judged, list of judging assignments, a copy of applications, and a supply of score sheets in the event one of the judges forgets his/her materials or requests last minute scheduling changes.
6. Judges familiarize themselves with presentations/posters to be judged by reading the abstracts before arriving at the conference.
7. Chief Judge convenes a meeting of all judges before the concurrent sessions begin to confirm judging assignments, review procedures, and standardize evaluation criteria definitions and scoring strategies. The Chief Judge notifies judges of the location of a drop-off box for completed score sheets.
8. Judges complete a score sheet for each presentation/poster assigned to them. Judges evaluate the presentation/poster on each criteria provided on the score sheet and select a score value for each item. Judging is based on the oral presentation or poster display only (not the written abstract). For oral presentations, judging is best done from the rear of the room where audience reactions can be observed and where the quality of the visuals can be better determined. The total possible points for both presentations and posters is 100. Judges also complete the comments/suggestions to presenter/author section of the score sheet. Confidential comments not intended for the author(s) should be recorded on the back of the score sheet. These confidential comments may be used by the Chief Judge in the final selection.
9. Judges turn in completed score sheets to the drop-off box at the end of each session. The Chief Judge compiles scores on a composite score sheet for each category (presentation and poster) at the end of each day and determines a final (average) score for each presentation/poster.
10. After all presentations/posters have been judged, the Chief Judge reviews any confidential comments for presentations and posters scoring within the top 10-20% of their category (presentation or poster), and identifies the top scoring presentation and poster for each judge. The Chief Judge considers the final scores, comments and number of times a presentation/poster has been selected a the top choice of individual judges in selecting winners in each category (presentation and poster). The Chief Judge also may refer to written abstracts and consult with individual judges in making the final selections. Only one award is made in each category (presentation and poster).
11. Chief Judge provides a copy of the application form of the winner in each category (presentation and poster) to the Section President and President-elect as soon as possible.
12. Section Secretary has certificates prepared and framed and sends them to recipients' advisors for presentation at a student chapter meeting or other suitable occasion (and/or the subsequent Midwest Fish and Wildlife Conference).
13. Chief Judge consults with judges and makes recommendations to Executive Board for any changes in procedures, guidelines, or evaluation criteria for the Best Student Presentation and Poster Awards.