September 27, 2018

INCOSE International Symposium Tutorial Evaluation Criteria

Overview

This document provides instructions and guidance for reviewers to assess tutorial proposals submitted for consideration for the Annual INCOSE International Symposium. This document is also intended to help authors achieve high quality submissions, increasing their likelihood of acceptance.

Note that for tutorial proposals a single-blind review process is followed. This means that the reviewer's identity is concealed from the submitter but the reviewer can see the identity of the submitter.

Evaluation Criteria

The subject matter of the tutorial must address or have a clear connection to systems engineering. Submissions that are only concerned with other areas, for example, software development or project management, are not acceptable.

Submissions must not be used for the promotion of any commercial product or interest, and further must not promote or voice an opinion on political or religious matters. The material must not have been previously presented to INCOSE; if it has been previously presented elsewhere, this should be noted.

The following sections provide further insight into the evaluation criteria for tutorial proposals.

1. Topic

- The subject matter of the tutorial is clearly defined.
- The proposed scope is appropriate to the duration of the tutorial (half or full day).
- The topic's position within the framework of systems engineering is clearly defined.
- The intended audience is defined.

2. Value

- Conference participants can apply the topic for practical uses.
- Use of the subject matter is likely to result in significant improvements in a participant's organization.
- The topic provides professional and / or personal value to conference participants.
- The topic is in high demand by systems engineers.
- The topic would attract conference participants.

3. Appropriateness

- The topic supports systems engineering principles and the Systems Engineering Body of Knowledge.
- The topic provides attendees with motivation for understanding systems engineering applications.
- The material is educational in nature, and does not consist of a sales pitch for a product.

4. Material

- The material adequately addresses the topic.
- The structure and format of the material are appropriate.
- The approach is didactically sound.
- The presumed knowledge level reflected by the material matches the intended audience.

5. Presenters (these criteria apply to each presenter)

- Each presenter has adequate knowledge of and experience in the area of systems engineering to be addressed.
- Each presenter has a background in teaching or training.
- Each presenter is skilled at oral presentations (if known by the reviewer).
- Each presenter has the visibility and stature necessary to attract attendees.

Procedure for Reviewers

Follow the instructions below. For additional details on accessing EasyChair and submitting a review, see the "EasyChair Instructions for Reviewers" available in the Downloads section of the INCOSE IS website: *https://www.incose.org/symp2019/contact/downloads*.

1. Familiarize yourself with the above evaluation criteria.
2. Log into EasyChair and access the review database for **tutorials**. If you already have an EasyChair account from another conference, you can use that account. If you do not have an EasyChair account, follow the instructions to create a new account.
3. Select **Reviews > Assigned to me** to access tutorial submissions that have been assigned to you for review and open an assigned tutorial submission.
4. Read the submission quickly to get an understanding of its objective and structure. A good proposal makes it easy to comprehend the scope and intended outcome of the tutorial.
5. Re-read the proposal more thoroughly, jotting down comments.
6. Assess the extent to which the proposal meets each of the evaluation criteria described above and the overall contributions of the tutorial to the symposium. Select one of the following recommendations:

   3 = Strong accept

   2= Accept

   1 = Weak accept

   0 = Borderline

   -1 = Weak reject

   -2 = Reject

   -3 = Strong reject

   Note: A proposal should not be rated highly if the submission is incomplete; it should address all required information and clearly indicate the finished product. When making your recommendation, take into consideration the following:

   - Would you attend this tutorial if it were presented at the symposium?
   - What level of interest do you believe others within the systems engineering community would have in this tutorial?
   - Compared with other tutorials you have attended and/or reviewed, how does this proposal rank?
7. Provide constructive comments. Limit comments to suggestions on how to improve the submission.
   - Opinions and conclusions of the reviewer should not be captured, unless made as a constructive "have you considered" statement.
   - Comments might include recommendations such as "the section on xyz should be shortened" or "the section on abc should be expanded to include a more detailed explanation and rearrangement. I suggest…" Be specific.
   - Words of encouragement such as, "This is a great proposal and the tutorial should be of great value to participants" are always welcome when deserved.

8. Identify a confidence rating regarding your expertise in the subject areas of the submission using the following scale:
    1 = None
    2 = Low
    3 = Medium
    4 = High
    5 = Expert