

HSRPP 2021 and 2022 Judging Process

HSRPP Committee members are required to score the applications received for the HSRPP 2021 and 2022 Host position.

The application form and scoring criteria have been structured to cover the following areas:

1. Research interests of the academic leads
2. Proposed conference theme
3. Potential key speakers
4. Potential workshops
5. Administration and conference management
6. Venue facilities
7. Accommodation arrangements
8. Dinner
9. Sponsorship and promotion

Each section of the application will need to be judged and given a score using the HSRPP Host Scoring Criteria.

Once each of the sections have been scored, add up your total for each application and update the spreadsheet with your scores and any additional comments that you have.

Category	0	1	2
1. Applicants	The research interests / background of the academic leads are unclear or unsuitable for HSRPP	The research interests / background of the academic leads are described but not entirely suitable for HSRPP	The research interests / background of the academic leads are clearly suitable for HSRPP
2. Theme	Conference theme does not appear to be within the remit of HSRPP / NHS priorities	Conference theme seems appropriate but there are some ambiguities/not fully justified	Conference theme is entirely clear and suitable for HSRPP and current research priorities
3. Speakers	The proposed speakers are not suitable or relevant to the theme of the conference	The proposed speakers are described, however not fully justified or relevant to the conference	The proposed speakers are described and justified fully in the application
4. Workshops	The proposed workshops are not suitable or relevant to the theme of the conference	The proposed workshops are described, however not fully justified or relevant to the conference	The proposed workshops are described and justified fully in the application
5. Administration	The administrative support does not appear to be in place/insufficient support to carry out the required duties	The administrative support is outlined, but raises some doubts as to whether they can fully take on all required duties	The administrative support was well justified and seems appropriate to fulfil all duties of the conference
6. Venue	The venue facilities are unsuitable, or their capacity is inadequate for hosting HSRPP	The venue facilities are described, but not clearly justified in the application for hosting all aspects of HSRPP	The venue facilities are well-described and appear to be suitable for HSRPP
7. Accommodation	The accommodation is unsuitable, or inadequate for hosting HSRPP	The accommodation has been described, but not clear whether it is practical for HSRPP	The accommodation arrangements are well-described and appear to be suitable for HSRPP
8. Dinner	The plans for dinner are not clearly	The dinner arrangements are	The dinner plans are well described

	explained and/or not appropriate for HSRPP	outlined; however, it is not entirely clear whether it is appropriate for HSRPP	and appear to be practical for HSRPP
9. Sponsorship	The sponsorship plans are unacceptable, or not well justified or relevant for HSRPP	The sponsorship plans have been outlined and seem possible, but further details are needed	The sponsorship plans are well thought through and a clear plan is in place for HSRPP