**ASEE WORKSHOP CRITERIA:**

* Will the title & description attract members (both in and outside the division) to attend?

* Is there another workshop with a similar topic being proposed?

* Will the ticket price attract members to attend?

* Was this workshop presented at previous conferences? If so, how were their ticket sales?

* Is the length of the workshop appropriate? If not, recommend if the workshop should be altered to a more appropriate length (shorter or longer) workshop.

* Has the sponsoring division proposed other workshop(s) this year? Has the sponsoring division ever proposed a workshop?

* Is there co-sponsorship for the workshop?

**ASEE PANEL SESSION CRITERIA:**

Divisions are allowed up to one panel session for each conference code assigned to the division.

**ASEE DISTINGUISHED LECTURER CRITERIA:**

* Will the speaker(s), speech topic, and description appeal to a large number of members and different disciplines of engineering/engineering technology?

* Has this speaker(s) presented at a previous/another conference? If so, what were reactions to the speaker(s)?

* Has the sponsoring division(s) proposed other distinguished speakers this year? Has the sponsoring division ever proposed a distinguished speaker?

* Is the topic relevant and noteworthy to what's happening currently in engineering education?

* If familiar with the speaker(s), what is the speaker's style?

* Is the proposed speaker(s) strong enough to present for 90 minutes?