

Guiding Principles for the Evaluators

§ 1 Basic evaluation guiding principles

- 1.1. The paper evaluation must be carried out objectively and impartially.
- 1.2. The procedure for evaluating the papers is confidential. The representatives of the Committee consider the papers according to the guiding principles in the attached form. They do not assess the paper or the speakers or express their opinions when intervening. The Committee's questions deal with substantive/methodological issues related to the presentation/poster and allow the speaker to comment on the paper.
- 1.3. The elements listed in the following section of the guiding principles should be considered when evaluating the papers.
- 1.4. Scientific and project papers are accepted for Review.
- 1.5. Each paper should be considered individually and independently regarding the scientific and aesthetic value of other papers.
- 1.6. The maximum number of points possible for the speaker(s) is 20 points for a paper presentation and 20 points for a poster presentation.
- 1.7. If two or more speakers achieve the same number of points, the decision is made by a Committee voting. A majority vote of the Committee members achieves the settlement.

§ 2 Membership of the Committee

- 2.1. The Committee comprises three members with expertise in the scientific areas of the given section of the Review: The Chairperson and the Committee Members.
- 2.2. The Review Organiser selects the Committee.
- 2.3. The Members of the Committee elect the Chairperson of the Committee.
- 2.4. The votes of all members of the Committee are equal. Each Member of the Committee has one vote.

Elements to be evaluated – ORAL PRESENTATIONS

§ 3 Form of presentation

- 3.1. The form of presentation of the paper is evaluated on a point scale from 0 to 4 points.
- 3.2. The assessment of the form of presentation includes:
 - the presentation and expression method;
 - the body language;
 - the use of language appropriate to the subject matter.

§ 4 Aesthetics of the paper

4.1. The aesthetics of the paper is evaluated on a point scale from 0 to 4 points.

4.2. The evaluation of the aesthetics of the paper includes:

- the visual appearance of the presentation;
- the quality/level of photographs, tables and figures;
- the readability of the presentation (font, background, layout).

§ 5 Scientific value

5.1. The paper's scientific value is evaluated on a point scale from 0 to 9 points.

5.2. The evaluation of the scientific value of the paper includes:

- the defined objective of the paper and research hypotheses;
- the selection of methods and analyses;
- presentation of the results;
- discussion of findings and literature references;
- the accuracy of formulating conclusions corresponding to the paper's purpose.

§ 6 Discussion

6.1. Each Member of the Committee may ask questions related to the presentation.

6.2. There is a time limit of 3 minutes for discussion.

6.3. The discussion is evaluated on a point scale from 0 to 3 points.

6.4. The evaluation of the answers includes:

- formulating statements;
- the adequacy of questions and answers;
- selecting arguments.

§ 7 Presentation time

7.1. The time limit for presenting a paper is 10 minutes.

7.2. Negative points will be charged for papers exceeding 10 minutes; 1 point for every started minute.

7.3. If the presentation time exceeds three full minutes, the session leader will terminate the presentation.

7.4. Negative points are deducted from the final score achieved by the speaker(s).

Elements to be evaluated - POSTERS

§ 8 Form of presentation

8.1. The form of presentation of a poster is evaluated on a point scale from 0 to 4 points.

8.2. The assessment of the form of presentation includes:

- the presentation and expression method;
- the body language;
- the use of language appropriate to the subject matter.

§ 9 Aesthetics of the paper

9.1. The aesthetics of the paper is evaluated on a point scale from 0 to 4 points.

9.2. The evaluation of the aesthetics of the paper includes:

- the visual appearance of a poster;
- the quality of the poster;
- the quality/level of photographs, tables and figures;
- the readability of the presentation (font, background, layout).

§ 10 Scientific value

10.1. The paper's scientific value is evaluated on a point scale from 0 to 9 points.

10.2. The evaluation of the scientific value of the paper includes:

- the defined objective of the paper and research hypotheses;
- the selection of methods and analyses;
- presentation of results;
- discussion of findings and literature references;
- the accuracy of formulating conclusions corresponding to the paper's purpose.

§ 11 Discussion

11.1. Each Member of the Committee may ask questions related to the presentation.

11.2. There is a time limit of 2 minutes for discussion.

11.3. The discussion is evaluated on a point scale from 0 to 3 points.

11.4. The evaluation of the discussion includes:

- formulating statements;
- the adequacy of questions and answers;
- selecting arguments.

§12 Presentation time

12.1. The time limit for presenting a poster is 4 minutes.

12.2. Negative points will be charged for poster presentations exceeding 4 minutes; 1 point for each minute started thirty seconds late.

12.3. If the presentation time exceeds 90 seconds, the session leader will terminate the presentation.

12.4. Negative points are deducted from the final score achieved by the speaker.