

Conference Evaluation Tool

Read through the items in the checklist below while reviewing the email and conference website in question. Mark “Yes” or “No” as appropriate. At the end of the checklist, count the number of “Yes” and “No” responses.

Checklist	Yes	No
Is the conference sponsored by a reputable association (SCC, MLA, ANA, AMA, AAMC, AACN, etc.)?		
Is the sponsor involved in any scholarly activity other than facilitating conferences?		
Do you know anyone who has attended or presented at the conference?		
If you speak or present, are the conference fees waived?		
Can you easily identify the venue?		
Is this a long-running, established conference?		
Are the registration and other fees clearly outlined?		
Are you familiar with previous proceedings for that specific conference?		
Is the conference itinerary clear and easily accessible?		
Can you identify any of the speakers from previous conferences as experts in your field?		
Is the conference location in context with the content and/or sponsor?		
Is the subject matter related to your field of expertise?		
Is the subject matter of the conference focused and specific to a field, type of study, etc.?		
Total:		

If there are more entries in the “No” column, it is likely that the conference in question is predatory.