

EVALUATION FORM

NAME: _____

ORGANISATION: _____

JOB TITLE: _____

E-MAIL: _____

5=Very Good 4=Good 3=Acceptable 2=Below Expectation 1=Poor

1. Please evaluate the following using the scale above:	Please circle appropriately	Please supply comments where possible
Overall conference	5 4 3 2 1	
Event organisation on the day	5 4 3 2 1	
Venue facilities	5 4 3 2 1	
Booking/ administration	5 4 3 2 1	

2. What attracted you to this event?	Please supply comments where possible
Conference topic: why?	
Agenda content:	
Speakers: any in particular?	
Networking opportunities:	
Other (please specify):	

3a. Neil Stewart Associates is aware of its environmental responsibility, and as such uploads all speaker documents, including the footage and podcasts, after the event. Please give us your feedback on this service.

3. How do you intend to use the box set of videos, podcasts and presentations? Please tick all that apply:

<input type="checkbox"/>	Personal review – to remind myself of key points from today’s conference
<input type="checkbox"/>	Briefing my team – showing the slides and playing recorded clips to colleagues (e.g. during team briefings)
<input type="checkbox"/>	Informing my manager – sending them a link to the slides and clips for their own use
<input type="checkbox"/>	My own presentations – eg including quotes from featured speakers in your own slide presentations
<input type="checkbox"/>	Other – please specify:

4. In one sentence, how would you sum up this year’s event?

5. Please use this space for comments about the Plenary Session speakers	Please circle appropriately	Please supply comments where possible
Plenary Session 1:	5 4 3 2 1	

Plenary Session 2 :	5 4 3 2 1	
Conference Chair:	5 4 3 2 1	

6. Please use this space for comments about the seminars	Please circle appropriately	Please supply comments where possible
Please select ONE: Seminar A1 / A2 / A3 / A4 / A5	5 4 3 2 1	
Please select ONE: Seminar B1 / B2 / B3 / B4	5 4 3 2 1	
Please select ONE: Seminar C1 / C2 / C3 / C4 / C5	5 4 3 2 1	

7. Are there any other topics that you would like included in next year's programme?

8. Are there any subjects on which you or your organisation would be interested in speaking?

10. Would you be interested in finding out more about sponsorship and exhibition opportunities at future GED conferences? If yes, please identify the name and number of the person who should be contacted.

12. Forthcoming Events

Please tick here to ensure that you receive E-mail updates on future related events and publications.

13. General Comments

As well as using your comments to improve our service we also use some of your comments in our marketing literature. If you DO NOT wish to have your comments used please tick here

**Please return this form to the registration desk or email to
karen.stewart@neilstewartassociates.co.uk**