

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):	

3. How do you intend to use the video/podcasts from this event? 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"/>	Other – please state

4. How would you sum up this event?

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

6. Please use this space for comments about Seminars A1-A4	Please circle appropriately	Please supply comments where possible
I attended seminar ____	5 4 3 2 1	

6. Please use this space for comments about Seminars B1-B5	Please circle appropriately	Please supply comments where possible
I attended seminar ____	5 4 3 2 1	
6. Please use this space for comments about Seminars C1-C5	Please circle appropriately	Please supply comments where possible
I attended seminar ____	5 4 3 2 1	

7. Are there any other topics that should have been included in the programme?

8. What are the 3 “main” topics in your industry/sector/field – in order of importance?

9. Please list any relevant publications or trade magazines and websites that you regularly read?

10. Forthcoming events

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

11. 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 evaluation form to the registration desk or email to:
Karen.stewart@neilstewart@neilstewartassociates.co.uk**