

WORKSHEETS

7: CONFERENCE EVALUATION FORM

_____, 20_____ **CONFERENCE EVALUATION**

Please help us improve the quality and value of our future meetings by completing this form.

REGISTRATION INFORMATION

1. Affiliation

- Corporate Member Nonprofit Association Government
 Academia Other (Explain) _____

2. Past Conference Attendance

- 2007 2006 2005 2004

3. Registration Fee

- Fee paid by me personally, not reimbursable
 Fee paid/reimbursable by my employer
 Fee complimentary/sponsored

Do you feel the registration fee was appropriate to the value received and items or meals included?

- Yes No

If no, please explain: _____

HOTEL

Check-In

- Excellent Good Fair Poor

Guest/Sleeping Rooms

- Excellent Good Fair Poor

Meeting Rooms

- Excellent Good Fair Poor

Food

- Excellent Good Fair Poor

Overall

- Excellent Good Fair Poor

Please explain any problems or compliments that relate to the hotel:

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CONFERENCE LOCATION

City was:

- Excellent Good Fair Poor

Please explain any problems or compliments that relate to the city:

PROGRAM CONTENT AND SPEAKERS

Favorite sessions were:

1. _____
2. _____
3. _____

Least favorite sessions were:

1. _____
2. _____
3. _____

The MOST VALUABLE part of the conference was:

(Please place a 10 in the blank preceding those features that were most valuable, ranging down to a 0 for those least valuable.)

- | | | |
|----------------------------|---|---------------------------|
| _____ Educational programs | _____ Corporate tours/info mart | _____ Social/meal times |
| _____ Cultural programs | _____ The people who attended | _____ Exposition programs |
| _____ Networking | _____ Recruiting/employment opportunities | |
| _____ Other: _____ | | |

To assist in planning future programs, please offer any suggestions/ideas (use back of page if more space is required):
