



**Solving the Conference Planning Puzzle
Attendee Evaluation Form
February 20, 2008**

Thank you for attending today's "Solving the Conference Planning Puzzle" seminar. Stanford Conference Services would greatly appreciate your taking a few moments to tell us how well the class met your needs and expectations. Please know that your feedback will help us to develop future programs that bring optimum value to University staff. After completing this form, please submit it to the seminar facilitator prior to leaving the seminar room.

Please place an "x" in the box that best reflects your experience during today's seminar:

Seminar Component	Strongly Agree	Agree	Disagree	Strongly Disagree	Cannot Rate
Online registration process was easy to use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilities promoted an effective learning experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content was useful and relevant to my needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content matched the course description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content was clear and easy to follow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content was well organized and followed the agenda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient time was allotted for each presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenters spoke clearly and in an engaging manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenters encouraged questions from attendees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenters provided sufficient answers to attendees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table topic was relevant to my needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table topic was conducted to my satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch setting was comfortable and enjoyable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch food/beverages were suited to my tastes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What topics proved most useful/relevant to your needs? _____

What topics proved least helpful to you? _____

How would you improve this seminar? _____

If you indicated "Disagree" or "Strongly Disagree" for any above category, please let us know why: _____

Thank You for Attending!

