



Meeting Evaluation

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| Date: (pre-printed) Meeting: (pre-printed) Location: (pre-printed) Please rate each statement by using the scale listed on the right. | Scale: Strongly Disagree (1), Disagree (2), Neutral (3), Agree (4), Strongly Agree (5) Disagree-----Agree |
| 1. The meeting invitation provided sufficient information about the meeting activities. | 1 2 3 4 5 |
| 2. Meeting materials were received in a timely manner (i.e., one week in advance). | 1 2 3 4 5 |
| 3. Meeting materials were well thought-out, well-developed and well-organized. | 1 2 3 4 5 |
| 4. The meeting facilities were excellent. | 1 2 3 4 5 |
| 5. Travel arrangements were excellent. | 1 2 3 4 5 |
| 6. Lodging services were excellent. | 1 2 3 4 5 |
| 7. Food services were excellent. | 1 2 3 4 5 |
| 8. The honorarium offered for the meeting was reasonable. | 1 2 3 4 5 |

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| 9. The goals for the meeting were clearly articulated, reasonable and met. | 1 | 2 | 3 | 4 | 5 |
| 10. The meeting started on time. | 1 | 2 | 3 | 4 | 5 |
| 11. Discussions were productive. | 1 | 2 | 3 | 4 | 5 |
| 12. My individual contributions were welcomed and respected. | 1 | 2 | 3 | 4 | 5 |
| 13. Questions and concerns were addressed appropriately. | 1 | 2 | 3 | 4 | 5 |
| 14. The meeting was worth my time. | 1 | 2 | 3 | 4 | 5 |
| 15. The meeting did not extend past the scheduled time. | 1 | 2 | 3 | 4 | 5 |
| 16. This meeting met my expectations. | 1 | 2 | 3 | 4 | 5 |
| 17. The contractor (i.e., host) was responsive and provided good support before the meeting. | 1 | 2 | 3 | 4 | 5 |

The strengths of the meeting were:

The meeting could have been improved by:

Additional Comments/Suggestions: