

## EXERCISE CONFERENCE FEEDBACK FORM

**The U.S. Coast Guard and the Exercise Support and Coordination Division is committed to its customers. To assist in improving our services your feedback is welcome. This feedback is voluntary.**

**OMB #: 1625-0080**  
**Expiration Date**

**Meeting Type:** \_\_\_ C&O \_\_\_ IPC \_\_\_ MPC \_\_\_ FPC \_\_\_ AAR

1. I was notified of this meeting in sufficient time to prepare for it.

Strongly Disagree					Strongly Agree
1	2	3	4		5

2. I understood why this meeting was being held (e.g., information sharing, planning, problem solving, decision making, open discussion, etc.) and what specific outcomes were expected.

Strongly Disagree					Strongly Agree
1	2	3	4		5

3. I understood what was expected of me as a participant (including the leader, coordinator, chairperson, facilitator, etc.)

Strongly Disagree					Strongly Agree
1	2	3	4		5

4. I understood how the meeting was intended to flow (e.g., agenda, schedule, design, etc.) and terminate.

Strongly Disagree					Strongly Agree
1	2	3	4		5

5. The meeting generally proceed as intended (e.g., the agenda was followed, it ended on time) and achieved its intended purpose.

Strongly Disagree					Strongly Agree
1	2	3	4		5

6. Most participants listened carefully to each other.

Strongly Disagree					Strongly Agree
1	2	3	4		5

7. Most participants expressed themselves openly, honestly and directly.

Strongly Disagree					Strongly Agree
1	2	3	4		5

