

## 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

