

1513-0124

JUSTIFICATION
2009 EXPO Session Questionnaire
(04-30-09)

TTB F 5700.03

The Alcohol and Tobacco Tax and Trade Bureau (TTB) holds an industry conference, the TTB Expo, annually to educate members of the alcohol, tobacco, firearms, and ammunition industries on matters of Federal compliance.

TTB designed a new session-level survey (TTB F 5700.03) to determine the effectiveness of the courses offered at the event. The survey will assist the event coordinators in designating classroom space and in scheduling the length and format of the sessions. The survey asks for feedback on the speaker's volume, pace, preparedness, knowledge, and level of audience interaction; and scores will be conveyed to each presenter. For sessions with multiple presenters, the survey provides a chart whereby each speaker may be rated individually. The survey also requests that attendees score the classroom materials, which include PowerPoints and handouts. TTB included a comments section to capture feedback on any element not explicitly stated in the survey, and to ensure that attendees who rate any item with a score of 1 or 2 can elaborate on the reason for the poor rating. We think that it is possible to attend 16 sessions during the 3-day EXPO and at the end of each complete this survey. There are 600 expected respondents who will take 10 minutes to complete this survey for a total of 1,600 burden hours.

We would like to add a new EXPO Session Questionnaire. The new survey administered at the end of each session will generate 9,600 responses (600 X 16) and 1,600 burden hours (9,600 X 10 minutes).