



## Meeting Evaluation

<b>Date:</b> (pre-printed) <b>Meeting:</b> (pre-printed) <b>Location:</b> (pre-printed) <b>Please rate each statement by using the scale listed on the right.</b>	<b>Scale:</b> Strongly Disagree (1), Disagree (2), Neutral (3), Agree (4), Strongly Agree (5) <b>Disagree-----Agree</b>
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: