54th Plenary Session of the Administrative Conference of the United States
Conference Member Comment Form

A key role of the Office of the Chairman of the Administrative Conference is to support and assist the Assembly in carrying out the Conference's functions. Staff responsibilities include planning and logistics for the semi-annual plenary session, as well as legal research, communications and general committee support. Now that the June 2011 plenary session is behind us, we encourage all Conference members (both voting and non-voting) to share your feedback and let us know your ideas about what worked well and what could be improved, so that our next plenary session will be even more successful.

We have created this survey form to simplify your response. However, if you find it easier to provide feedback in a different format (e.g., an unstructured e-mail message), please feel free to use any format you wish. Please email all responses to Andrea Green (agreen@acus.gov).

If you have any questions or need more information about this inquiry, please contact Shawne McGibbon (smcgibbon@acus.gov). This survey should take less than ten minutes to complete and will address logistics, communications, conference space, technology, scheduling, reception and overall assessment. **Please submit your completed form within two weeks of the date of receipt.**

A. Your Name: _____

B. Preparation for the Plenary Session

1. Did you receive all necessary materials for understanding the proposed recommendations in sufficient time to prepare for the debate?

   ☐ Yes

   ☐ No

   Comments:

   _____

   _____

2. Did you receive adequate and timely information about time and location of the plenary session and (for out-of-town members) travel arrangements?

   ☐ Yes

   ☐ No

   Comments:

   _____

   _____

3. Would you prefer more or fewer communications from our office regarding plenary logistics?

   ☐ More

   ☐ Fewer

   ☐ Same

   Comments:

   _____

   _____

4. Did you feel that you had adequate opportunities, either through committee meetings, pre-plenary written submissions, or debate at the plenary, to offer your input into the Conference's recommendations? If not, what could be done to improve those opportunities?

   ☐ Yes

   ☐ No

Comments:

_____

_____

C. Physical Facilities and Technology

1. What did you like about Pew Charitable Trusts as a venue? (Choose all that apply and indicate any problems or suggestions in the space provided.)
   a) ☐ Congenial, intimate setting
   b) ☐ Location in the city
   c) ☐ Technological capabilities (video/audio)
   d) ☐ Availability of parking
   e) ☐ General aesthetics
   f) ☐ Wi-Fi access
   g) ☐ Other (Please specify)

   Comments:

   _____

   _____

2. Was projection of the texts under consideration helpful to you for participating in or following the discussions? Do you have any suggestions for making this service more useful (comment below)?

☐ Yes

☐ No

Comments:

_____

_____

3. If you viewed some or all of the proceedings via the Internet, was the streaming coverage clear and trouble-free? Do you have any suggestions for making this service more useful (comment below)?

☐ Yes

☐ No

Comments:

_____

_____

D. Scheduling

1. Do you like the two half-day plenary schedule?

☐ Yes

☐ No

2. Would you prefer the sessions each day to be longer?

☐ Yes

☐ No

3. Should the 2:00 p.m. Thursday session begin at a different time?
   a) ☐ 12:30 p.m.
   b) ☐ 1:00 p.m.
   c) ☐ 1:30 p.m.
   d) ☐ Keep 2:00 p.m.

4. If a future plenary session agenda has a greater number of proposed recommendations, would you support extending the meeting into Friday afternoon?

   ☐ Yes

   ☐ No

5. Do you have any additional suggestions for scheduling?

   _____

   _____

E. Reception

1. If you attended the Thursday evening reception, how did it compare with the December 2010 plenary session reception?
   a) ☐ Much better than the prior reception
   b) ☐ Slightly better than the prior reception
   c) ☐ No significant difference
   d) ☐ Slightly worse than the prior reception
   e) ☐ Much worse than the prior reception
   f) ☐ N/A

2. Based on your answer to the preceding question, in what way(s) was the reception better or worse than the prior plenary session reception? Do you have any comments or suggestions about food, beverages, facilities or cost of the reception?

   _____

   _____

3. How long should the reception be?
   a) ☐ 6:00-7:00 p.m.
   b) ☐ 6:00-7:30 p.m.
   c) ☐ 6:00-8:00 p.m.
   d) ☐ Other _____

F. Overall Assessment

1. How did the 54th plenary session compare with the December 2010 plenary session?
   a) ☐ Much better than the prior plenary session
   b) ☐ Slightly better than the prior plenary session
   c) ☐ No significant difference
   d) ☐ Slightly worse than the prior plenary session
   e) ☐ Much worse than the prior plenary session

2. If you attended Administrative Conference plenary sessions prior to 2010, how did the 54th plenary session compare with your earlier experience?
   a) ☐ Much better than the prior plenary session(s)
   b) ☐ Slightly better than the prior plenary session(s)
   c) ☐ No significant difference
   d) ☐ Slightly worse than the prior plenary session(s)
   e) ☐ Much worse than the prior plenary session(s)
   f) ☐ N/A

3. Based on your answers to the preceding questions, please provide specific examples of how we might improve upon previous plenary sessions. In what ways was the 54th session an improvement upon previous plenary sessions?

_____

_____

_____

Paperwork Reduction Act Statement

The purpose of this inquiry is to enable the Office of the Chairman of the Administrative Conference to identify strengths and weaknesses of current services and to make improvements based on feedback. Information gathered will be used internally for program management purposes only. The average burden for each response to this information collection is estimated to be less than ten minutes. Any comments concerning the accuracy of this burden estimate and any suggestions for reducing this burden may be directed to the Office of the Chairman of the Administrative Conference.

An agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a current valid OMB control number.