

Federal Emergency Management Agency/Department of Homeland Security

U.S. Fire Administration Conference/Symposium Evaluation

Paperwork Reduction Act Notice

Public reporting burden for this form is estimated to be an average of 9 minutes per response. The burden includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing and submitting the form. Although voluntary, you are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C St. SW, Washington, DC 20472, Paperwork Reduction Project (1660-0032) **NOTE: Please do not send your completed form to the above address.**

DIRECTIONS FOR COMPLETING THIS FORM: Using a pen or pencil, please complete the course evaluation form by completely darkening the appropriate bubble for each item. Please fill in the bubbles. Do not sign or put your name on the form. All responses are confidential and will be reported ONLY in aggregate form.

Part I – Overall Conference/Symposium Data

To what extent do you agree that...	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The Conference/Symposium was:	<input type="radio"/>				
- Informative	<input type="radio"/>				
- Productive	<input type="radio"/>				
- Well organized	<input type="radio"/>				
2. The Conference/Symposium format was appropriate.	<input type="radio"/>				
3. The pre-Conference information and instructions were clear and helpful	<input type="radio"/>				
4. The Conference/Symposium provided adequate opportunities for:	<input type="radio"/>				
- Participation	<input type="radio"/>				
- Suggestions	<input type="radio"/>				
- Peer networking	<input type="radio"/>				
5. I plan to share information about the Conference/Symposium with other members of my department/agency.	<input type="radio"/>				

How? _____

6. The topics and activities presented at the Conference/Symposium provided me with something new I expect to use	<input type="radio"/>				
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Is this the first conference/symposium that you've attended? Yes No If No, how many have you attended: 2-4 5+

What did you find most useful about the Conference/Symposium? _____

What did you find least useful? _____

Suggestions for improvements: _____

General Comments: _____

Part II – Session/Workshop Effectiveness

Based on the presentation/workshop listed below, indicate whether...

Comments on Session/Workshop (*please include session name*):

Part III – Exhibit Hall/Informational Exchange (if applicable)

To what extent do you agree that

This session:

- Was well organized
- Had enough time
- Offered enough variety
- Showed me new ideas
- Provided me with something new I expect to use

Strongly
Agree

Agree

Neutral

Disagree

Strongly
Disagree

New ideas for Exhibit Hall:

Suggestions for Exhibit Hall improvements: