



Office of English Language Acquisition

US Department of Education
Washington, DC

EVALUATION FORM

We hope that you have found this meeting to be informative and interesting. To help us improve our services to you, please complete this evaluation form and leave it on the table.

Put a check into the appropriate column to indicate:

1 = Yes, definitely 2 = Yes, to some extent 3 = No, not particularly

4 = No, definitely not

Item	Yes	2	3	No
1 - About the opening remarks ...				
The opening session set a good tone for the entire meeting.				
The information shared by the speaker(s) was informative and helpful.				
2 - About the general sessions ...				
The presenters provided information that will help me with plans.				
The general sessions addressed important issues that generated relevant discussions with others.				
3 - About the Updates from ED offices ...				
The updates from the partner offices were informative and helpful.				
Questions were answered clearly and concisely, with helpful ideas and suggestions provided.				
4 - About the technical assistance session(s)... (if applicable)				
The presentation was informative and useful.				
Questions were answered clearly and concisely, with helpful ideas and suggestions provided.				
5 - About the roundtable discussion(s) ... (if applicable)				
Participants at my table provided insights and information that were helpful to me.				
The topics for roundtable discussions provided the opportunity for me to discuss current concerns and questions with others.				
6 - Overall comments				
The meeting met my needs by providing information I can use professionally.				
The meeting provided me with new insights and understandings that I will share with others in my office.				
The meeting allowed me to network effectively.				
The meeting was an effective means for communicating information and practices relevant to my program.				
Did you participate in the Pre-conference meeting?				
If yes, was the meeting productive, providing you with information that improved your professional understanding.				
7 - About the meeting's logistics and planning ...				
Online registration for the meeting was simple and easy to use.				

Please turn over to complete the evaluation ➡

Item	Yes	2	3	No
The facilities for this meeting were conducive to the work we accomplished.				
Overall, I would rate this meeting as highly successful, interesting, and helpful.				

Which session was the most useful and which the least useful at this meeting?

If there were one thing that you could change about this meeting, what would it be?

Do you have any suggestions for topics that you would like to see addressed at future meetings?

Any other comments, questions, or concerns?

Public Burden Statement:

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 8 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1880-0542. Note: Please do not return the completed evaluation form to this address.

Thank you!