

## How to Send Surveys to Meeting Participants and Conference Chair(s) after a Conference

### **Create Survey:**

Log in

The website is called Survey Monkey <http://www.surveymonkey.com/>

User name: confprogram

Password: @Cp83qAv7

Click on Conference Survey FY18

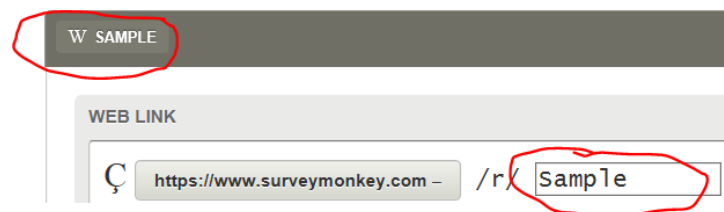
Collect Responses

New Collector

Web Link Collector

Click on Customize and enter short name\* to refer to conference - Save

Click on Gray Tab "Web Link 1" enter Collector Nickname \*use same name - Save



Copy the customized web link <http://.....> Use this link to copy and paste into email

### **Sending the Email Using Certain:**

Go to Certain Website:

<https://appam.certain.com/user/>

Under Quick Links click on Events

Under Event List click on All Events

Find the meeting (they are listed by date order)

Click on the title

Under Registered/Paid Click on the number to the right of Total

A new window will open

Click Row to select all

Deselect any no-shows on the list

Click the Actions dropdown menu

Select: Compose Email

A new screen appears

Under Select Email Template use drop down to select: Post-Conference Email Survey

Change name in from and reply to if not correct to your name

Change date in the Please take a moment to fill out our online survey by \_\_\_\_\_ (use a date that is 1 week away)

Delete Archive Webcast will be available in 1 week part

Replace NIST Conference Survey with link that was created in first part of instructions

### **Sending the Email Using FBC**

Go to FBC Website and log in

<https://www.fbcinc.com/e/nist/admin/myevents.aspx>

Email wording:

Subject: Conference Survey for Name of Conference and Date

Dear Conference Attendee,

Thank you for participating at the <{Event Name}> on <date>. The NIST Conference Program wants your feedback on our services. Please take a moment to fill out our online survey by <One week from today>. Your opinion is very valuable to us and we appreciate your time.

[NIST Conference Survey>>](#)

Thank you,  
Conference Program Staff

**Collecting Responses:**

Log in

The website is called Survey Monkey <http://www.surveymonkey.com/>

User name: confprogram

Password: @Cp83qAv7

Click on Conference Survey FY18

Analyze results

Filter

Filter by Collector

Select your customized conference name

Apply

Export All

All Summary Data

Choose PDF format

Click the box for Include Open Ended Response

Export

Edit the PDF to include the Title of the Conference on Page 1

**Save the pdf on the shared conference folder under Post Event Sub Folder.**

(This is critical so I can pull metrics for end of year reports – CR)

**Survey Monkey Share Completed Report with Conference Chair**

If you want to share your survey results with others without giving them access to the survey in their account, create a shared data page and share the link anywhere.

Click on “My Surveys” and “ [Photographic and Video/Audio Permission and Release Form](#)”

Click on Analyze Results Tab, click Save As in the upper-right corner.

Click Shared data link—this shares what you see in the Question Summaries tab, including any rules you have applied and custom charts. Rename your Page Title to the name of your Conference AV Release Form. Under Include: Check off Open-Ended Responses.

Under SHARED DATA in the left sidebar, click a Shared Data link to open the page in a new tab.

The shared data page is available to anyone with the link. You can manage share settings to update who can access the page and the data it includes.

**Create Survey for Conference Chair:**

Log in

The website is called Survey Monkey <http://www.surveymonkey.com/>

User name: confprogram

Password: conf1234

Click on Conference Program Chair Survey FY18

Collect Responses

New Collector

Web Link Collector

Click on Customize and enter short name\* to refer to conference - Save

Click on Gray Tab "Web Link 1" enter Collector Nickname \*use same name - Save

Copy the customized web link <http://.....> Use this link to copy and paste into email

Thank you for using the NIST Conference Program planning services. Please see attached the **Attendee Survey Report** for your conference. Please let me know if you have any questions.

We want your advice as well on how to improve our Conference Program services. Please take a moment to fill out our online survey as your responses are very important to us. Click on the link to access the survey:

Send survey results via email to:

[avalert@nist.gov](mailto:avalert@nist.gov) (if applicable)

Conference Office: Mary Lou, Gladys, Crissy, Karen

Conference Chair

***NEW: Include final attendee number and number of completed surveys. Crissy will track percentage completed for future analytics.***

Last update: 10/23/2017 - CR