

**Community of Practice (CoP) Rescheduled Annual Meeting
Two-Part Virtual Meeting (September 9th and 30th)
CCDBG Implementation Research and Evaluation Grantees
Meeting Evaluation Form**

Thank you for participating in one or both of our rescheduled Annual Meeting sessions. We know that having the annual meeting virtually was not quite the same as coming together in person. **Please provide us with your feedback on the content, format, and structure of the virtual annual meeting.** We will use this information in planning for similar future meetings. Please complete the form by October 6.

A. Please indicate which virtual annual meeting sessions you participated in. You will be asked to answer questions specific to those sessions, in addition to the overall format and structure of the meeting, and the reason(s) you did not attend all sessions (if that was the case).

Please select Yes or No for the following questions.

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|---|-----|----|
| 1. Did you attend the <i>Sharing Emerging Findings</i> session on Sept. 9? | YES | NO |
| 3. Did you attend the <i>Sharing Findings with Policy Makers</i> session on Sept. 30? | YES | NO |
| 4. Did you attend the <i>Outreach Plan Problem-Solving breakout</i> on Sept. 30? | YES | NO |
| 5. Did you attend the <i>Studying Policy Implementation Problem-Solving breakout</i> on Sept. 30? | YES | NO |

B. Please select a number to indicate whether you agree or disagree with each statement about *Session Content and Format*.

1=Strongly Disagree 2=Disagree 3=Neither Agree Nor Disagree 4=Agree 5=Strongly Agree

	Strongly <u>Disagree</u>	-----	Strongly <u>Agree</u>		
Content: September 9, Emerging Findings					
1. I gained at least one new insight in the CoP Emerging Findings session to use in my current or future work.	1	2	3	4	5
2. I appreciated the opportunity to share emerging findings with Shannon Christian.	1	2	3	4	5
3. I felt the session format was appropriate for the session content and goals.	1	2	3	4	5
4. I would be interested in having a similar session at future annual meetings.	1	2	3	4	5

Content: September 30, Sharing Findings with Policy Makers

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| 5. I left Kate Villareal's session with at least one new insight, idea, or strategy that I want to apply in my work. | 1 | 2 | 3 | 4 | 5 |
| 6. I felt the session format was appropriate for the session content and goals. | 1 | 2 | 3 | 4 | 5 |
| 7. I would be interested in having additional sessions on dissemination topics at future annual meetings. | 1 | 2 | 3 | 4 | 5 |

Content: September 30, Outreach Plan Problem Solving Breakout

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| 8. I left the Outreach Plan Problem Solving Breakout with an idea or strategy that I want to apply in my work. | 1 | 2 | 3 | 4 | 5 |
| 9. The problem-solving expert had the right skills and experience to brainstorm solutions with session participants. | 1 | 2 | 3 | 4 | 5 |
| 10. I was comfortable asking questions & contributing to discussion. | 1 | 2 | 3 | 4 | 5 |
| 11. I felt the session format was appropriate for the session content and goals. | 1 | 2 | 3 | 4 | 5 |

Content: September 30, Studying Policy Implementation Problem Solving Session

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| 12. I left the session with an idea or strategy that I want to apply in my work. | 1 | 2 | 3 | 4 | 5 |
| 13. The problem-solving expert had the right skills and experience to brainstorm solutions with session participants. | 1 | 2 | 3 | 4 | 5 |
| 14. I was comfortable asking questions & contributing to discussion. | 1 | 2 | 3 | 4 | 5 |
| 15. I felt the session format was appropriate for the session content and goals. | 1 | 2 | 3 | 4 | 5 |

Overall Meeting Content and Format

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| 16. As a whole, across the two days, there was a good balance between listening and contributing. | 1 | 2 | 3 | 4 | 5 |
| 17. As a whole, across the two days, there was a good balance between whole group and smaller group discussion. | 1 | 2 | 3 | 4 | 5 |
| 18. As a whole, across the two days, the meeting was a good use of my time. | 1 | 2 | 3 | 4 | 5 |

C. Please provide feedback on the Virtual Annual Meeting Structure in case we need to make similar plans in the future.

Overall Virtual Annual Meeting Structure	Response Options		
19. The 2-hour meeting time periods were	Too Long	Just Right	Too Short
20. The total time of 4 hours for the Virtual Annual Meeting was	Too Long	Just Right	Too Short
21. I think we should hold future Virtual Annual Meetings	On 1 day	On 2 days	On 3 days

D. Please tell us more about your answers to the previous questions so that we can improve our future planning.

22. If you responded with a 1 or 2 to indicate dissatisfaction on any of the questions you have already answered, please provide some ideas of how we can meet your needs better in the future.

23. If we need to do a Virtual Annual Meeting again in the future, what would your advice to us be based on your experience with this one?

24. Do you have any additional comments for the meeting organizers, including topics you wish had been covered more deeply?

25. Please indicate your grantee role.

- Grantee CCDF lead agency staff
- Grantee external research partner

Thank you for your time!

Paperwork Reduction Act Statement: This collection of information is voluntary and will be used to collect participant feedback to shape future meetings. Public reporting burden for this collection of information is estimated to average 5 minutes per response. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for this collection are OMB #: 0970-0401, Exp: 5/31/2021. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to jisaacs@urban.org.