

# DAY, MONTH DD, YYYY: ANNUAL SMP/SHIP NATIONAL TRAINING CONFERENCE EVALUATION

---

## **Plenary Session Evaluation:**

Information on each general session will be scored on a likert scale from 1-5, with 1 indicating 'strongly disagree' and 5 indicating 'strongly agree'. Respondents will also have the opportunity to indicate they did not attend the session. Questions for each session will include the following:

- Provided useful information I can use in my day-to-day responsibilities
- Was presented at a level appropriate to my experience
- Speakers were knowledgeable and had good presentation skills

No more than 18 general sessions will be scheduled per annual training conference. It is expected that attendees will attend approximately 75% of sessions provided based on their program affiliation, and will therefore only spend time scoring 75% of the provided general session questions.

## **Breakout Session Evaluation:**

Information on each breakout session will be scored on a likert scale from 1-5, with 1 indicating 'strongly disagree' and 5 indicating 'strongly agree'. Respondents will have the opportunity to indicate which session they attended during this time block, as well as an option indicating they did not attend a session during this time block. Questions for each session will include the following:

- Provided useful information I can use in my day-to-day responsibilities
- Was presented at a level appropriate to my experience
- Speakers were knowledgeable and had good presentation skills

No more than 8 breakout time blocks will be scheduled per annual training conference. It is expected that attendees will attend only one session per time block.

**Conference/Attendee Logistic Evaluation:**

Information on the participants overall conference experience will be scored on a likert scale from 1-5, with 1 indicating 'extremely dissatisfied' and 5 indicating 'extremely satisfied'. No more than 6 questions will be asked within this section. Questions will include the following:

- Venue (ex: location/rooms/staff)
- Conference and ACL staff (ex: knowledgeable/helpful)
- Conference materials provided (ex: clarity/helpfulness)
- Overall conference experience

No more than 6 open-text questions will be asked on topics including satisfaction specifics, dissatisfaction specifics, and recommendations for future conferences.

No more than 6 multiple choice questions will be asked on attendee composition including number of conferences attended, program affiliation, program role, and number of years in that role.

**PRA 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 (OMB 0985-~~New~~). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for gathering and maintaining the data needed, completing, and reviewing the collection of information. The obligation to respond to this collection is voluntary.