

## Facilitated Meeting/Workshop Evaluation

**OMB Number: 3320-0007**

**Approval Expiry Date: 02/28/2015**

The U.S. Institute for Environmental Conflict Resolution evaluates all of its services. As a part of this evaluation we ask participants who have been involved in an Institute facilitated meeting to provide us with information about their experience. Your responses will be used to improve our programs and services. The average estimated reporting burden for this questionnaire is 5 minutes. This estimate includes time for reviewing the instructions and completing the questionnaire. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute. Please note your responses to this questionnaire are confidential. The identity of individual respondents is not recorded. The Office of Management and Budget (OMB) number that is displayed on the cover is currently valid and authorizes this collection of information.

Base Survey: Facilitated Meeting/Workshop Evaluation

1. What were the key meeting/workshop objectives?

## Base Survey: Facilitated Meeting/Workshop Evaluation

2. Using the scale below, please rate your agreement with the following statements:

2a. The topic of this meeting/workshop is important to me or my organization.

0 - Do not agree at all      5 - Moderately agree      10 - Completely agree

2b. The meeting/workshop was well organized.

0 - Do not agree at all      5 - Moderately agree      10 - Completely agree

2c. The facilities were suitable for the meeting/workshop activities.

0 - Do not agree at all      5 - Moderately agree      10 - Completely agree

2d. The presentation/delivery of materials was effective (e.g., appropriate, useful) in reaching the meeting/workshop objectives.

0 - Do not agree at all      5 - Moderately agree      10 - Completely agree

2e. The materials (e.g., handouts) were a valuable supplement to the meeting/workshop.

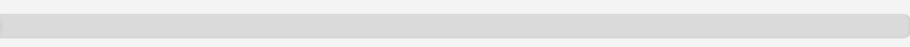
0 - Do not agree at all      5 - Moderately agree      10 - Completely agree

2f. The facilitator(s)' interaction with the participants added value to the meeting/workshop.

0 - Do not agree at all      5 - Moderately agree      10 - Completely agree

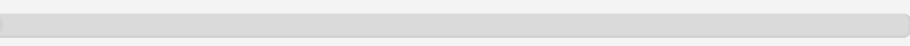
2g. The presenter(s)' interaction with the participants added value to the meeting/workshop.  
**(leave blank if there were no presenters)**

0 - Do not agree at all      5 - Moderately agree      10 - Completely agree



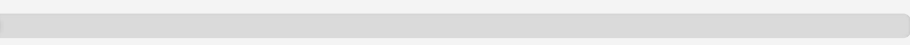
2h. The meeting/workshop attendees were able to participate effectively.

0 - Do not agree at all      5 - Moderately agree      10 - Completely agree



2i. This meeting/workshop was an important opportunity for the exchange of experience and information.

0 - Do not agree at all      5 - Moderately agree      10 - Completely agree



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3. Please indicate the extent to which the key meeting/workshop objectives were achieved (check only one):

- Progress made on all or most key objectives
- Progress made on some key objectives
- We ended the meeting/workshop without making much progress at all.

Use the space below if you would like to elaborate:

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4. Please describe the most beneficial aspects of this meeting/workshop and why they are important to you. Please write "None" or N/A" if you feel this meeting/workshop was not beneficial.

Most beneficial aspects:

Why they are important:

Most beneficial aspects:

Why they are important:

Most beneficial aspects:

Why they are important:

Base Survey: Facilitated Meeting/Workshop Evaluation

5. What follow-up would you like to see happen after this meeting/workshop (e.g., materials made available on the web, follow-up meetings developed)?

Base Survey: Facilitated Meeting/Workshop Evaluation

6. Please tell us how this meeting/workshop could have been more effective?



Base Survey: Facilitated Meeting/Workshop Evaluation

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE.