**[Title of Meeting]**

**Meeting Evaluation Form**

Thank you for attending the [Name of meeting]. Please take a few minutes to provide feedback.
Your responses will be used to shape future meetings of this and other Communities of Practice (CoP) run by CSRE and OPRE.

1. **For each session or activity, please circle a number to indicate whether you agree or disagree with the statement “I felt this session was a good use of my time.”**

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

 **Strongly ------------------ Strongly**

 **Disagree Agree**

1. [Insert name of session or activity] \_\_\_\_\_\_\_**\_\_** 1 2 3 4 5
2. [Insert name of session or activity] \_\_\_\_\_\_\_**\_\_** 1 2 3 4 5
3. [Insert name of session or activity] \_\_\_\_\_\_\_**\_\_** 1 2 3 4 5
4. [Insert name of session or activity] \_\_\_\_\_\_\_**\_\_** 1 2 3 4 5
5. [Insert name of session or activity] \_\_\_\_\_\_\_**\_\_** 1 2 3 4 5
6. [Insert name of session or activity] \_\_\_\_\_\_\_**\_\_** 1 2 3 4 5

*[Note, this question would be repeated to cover as many sessions or activities on which we seek feedback].*

1. **For sessions with choices**
2. Which optional [session/breakout discussion/peer working group] did you attend [and add description such as before lunch, if there were multiple optional sessions]
	1. [option 1]
	2. [option 2]
	3. [option 3, etc.]

 **Strongly ------------------ Strongly**

 **Disagree Agree**

b. This optional session was a good use of my time. 1 2 3 4 5

*[Note, this question may be repeated if there were multiple sessions with choices]*

1. **If you disagreed (2) or strongly disagreed (1) with any statements above, please explain further:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Please circle a response to indicate if you would have preferred to spend more time, about the same time, or less time on each of the following:**

[*Only include relevant responses]*

* 1. Presentations from partnership teams **More time** **About the same** **Less time**
	2. Hearing from federal staff **More time** **About the same** **Less time**
	3. Expert speaker presentations **More time** **About the same** **Less time**
	4. Whole group discussions **More time** **About the same** **Less time**
	5. Small group discussions **More time** **About the same** **Less time**
	6. Lunch break **More time** **About the same** **Less time**
	7. Informal networking and discussion **More time** **About the same** **Less time**
	8. [other session/activity] **More time** **About the same** **Less time**
	9. [other session/activity] **More time About the same Less time**
	10. The overall length of the meeting **More time About the same Less time**
1. **Reflecting on the Meeting as a whole**

a. As a whole, the meeting was a good use of my time. 1 2 3 4 5

1. I was comfortable asking questions & contributing

to discussion 1 2 3 4 5

1. I will be able to apply what I learned at this meeting

to my work 1 2 3 4 5

1. Given the content and purpose of the meeting,

I am glad it was an [in-person/hybrid/virtual] meeting. 1 2 3 4 5

1. **Do you have any further comments on the fact the meeting was [in-person, virtual, hybrid], including comments about the meeting location?**

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

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1. **Please indicate your role (select all that apply):**
	1. CCDF lead agency partner
	2. Principal investigator
	3. Other researcher

*Note to OMB: This question would only be asked if the meeting were offered as a hybrid meeting:*

1. **Please indicate how you attended the meeting:**
	1. In-person
	2. Virtually