

[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	
-					
a. [Insert name of session or activity] _____	1	2	3	4	5
b. [Insert name of session or activity] _____	1	2	3	4	5
c. [Insert name of session or activity] _____	1	2	3	4	5
d. [Insert name of session or activity] _____	1	2	3	4	5
e. [Insert name of session or activity] _____	1	2	3	4	5
f. [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].

2. For sessions with choices

- a. Which optional [session/breakout discussion/peer working group] did you attend [and add description such as before lunch, if there were multiple optional sessions]
- i. [option 1]
 - ii. [option 2]
 - iii. [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]

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

4. 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]

i.	Presentations from partnership teams	More time	About the same	Less time
ii.	Hearing from federal staff	More time	About the same	Less time
iii.	Expert speaker presentations	More time	About the same	Less time
iv.	Whole group discussions	More time	About the same	Less time
v.	Small group discussions	More time	About the same	Less time
vi.	Lunch break	More time	About the same	Less time
vii.	Informal networking and discussion	More time	About the same	Less time
viii.	[other session/activity]	More time	About the same	Less time
ix.	[other session/activity]	More time	About the same	Less time
x.	The overall length of the meeting	More time	About the same	Less time

5. 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
b.	I was comfortable asking questions & contributing to discussion	1	2	3	4	5
c.	I will be able to apply what I learned at this meeting to my work	1	2	3	4	5
d.	Given the content and purpose of the meeting, I am glad it was an [in-person/hybrid/virtual] meeting.	1	2	3	4	5

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

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

8. Please indicate your role (select all that apply):

- a. CCDF lead agency partner
- b. Principal investigator
- c. Other researcher

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

9. Please indicate how you attended the meeting:

- d. In-person
- e. Virtually