

EVALUATION FORM

NAME: _____

ORGANISATION: _____

JOB TITLE: _____

E-MAIL: _____

5=Very Good 4=Good 3=Acceptable 2=Below Expectation 1=Poor

1. Please evaluate the following using the scale above:	Please circle appropriately	Please supply comments where possible
Overall conference	5 4 3 2 1	
Event organisation on the day	5 4 3 2 1	
Venue facilities	5 4 3 2 1	
Booking/ administration	5 4 3 2 1	

2. What attracted you to this event?	Please supply comments where possible
Conference topic: why?	
Agenda content:	
Speakers: any in particular?	
Networking opportunities:	
Other (please specify):	

3. Neil Stewart Associates will upload all speaker documents, including the footage and podcasts, to be downloaded free of charge after the event from a link which we will send to you.. Please give us your feedback on this service.

3a Once you have accessed the documents, videos and podcasts. how do you intend to use the materials? Please tick all that apply:

<input type="checkbox"/>	Personal review – to remind myself of key points from today’s conference
<input type="checkbox"/>	Briefing my team – showing the slides and playing recorded clips to colleagues (e.g. during team briefings)
<input type="checkbox"/>	Informing my manager – sending them a link to the slides and clips for their own use
<input type="checkbox"/>	My own presentations – e.g. including quotes from featured speakers in your own slide presentations
<input type="checkbox"/>	Other – please state

4. In one sentence, how would you sum up this year’s event?

As well as using your comments to improve our service we also use some of your comments in our marketing literature. If you DO NOT wish to have your comments used please tick here

5. Please use this space for comments about the Plenary Session speakers	Please circle appropriately	Please supply comments where possible
Session One Speakers:	5 4 3 2 1	
Session Three Speakers:	5 4 3 2 1	
Conference Chair Session one	5 4 3 2 1	
Conference Chair Session three	5 4 3 2 1	

6. Please use this space for comments about Session Two Seminars	Please circle appropriately	Please supply comments where possible
A. Users and Voice	5 4 3 2 1	
B. Education and Young People	5 4 3 2 1	
C. Integration in Key Localities	5 4 3 2 1	
D. Ambulance and Emergency Services	5 4 3 2 1	

7. Are there any other topics that should have been included in the programme?

8. Are there any subjects on which you or your organisation would be interested in speaking?

9. Please give details of anyone else within your organisation who would be interested in this topic:

Name _____

Job Title _____

Name _____

Job Title _____

10. Would you be interested in finding out more about sponsorship and exhibition opportunities at similar future Neil Stewart Associates conferences? If yes, please identify the name and number of the person who should be contacted.

11. What are the 3 “main” topics in your industry/sector/field – in order of importance?

12. To which professional or trade associations and institutes do you belong?

13. Please list any relevant publications or trade magazines and websites that you regularly read?

14. How did you hear about this event?

- On social media
 From a colleague
 From the training department

- On the internet (please specify):
 Saw advert/insert (please specify):
 Other (please specify):

15. Forthcoming Events

Please tick here to ensure that you receive E-mail updates on future related events and publications.

16. General Comments