

Evaluation Form



HENNEN PUBLISHING

Name (optional) _____

Meeting: _____

Sessions Attended: _____

Please rate from 1(dissatisfied) to 5(satisfied) those categories which apply.

Lodging

Name _____

Registration	1	2	3	4	5
Service	1	2	3	4	5
Cleanliness of rooms	1	2	3	4	5
Rates	1	2	3	4	5
Proximity to meeting/event	1	2	3	4	5
Proximity to restaurants	1	2	3	4	5
Proximity to airport/transportation	1	2	3	4	5
Ease of access	1	2	3	4	5
Clarity of directions	1	2	3	4	5
Parking accessibility/availability	1	2	3	4	5
Internet accessibility	1	2	3	4	5
Overall lodging	1	2	3	4	5

Comments _____

Meeting Registration

On-line registration

Ease of use	1	2	3	4	5
Registration materials	1	2	3	4	5
Conciseness	1	2	3	4	5
Informative	1	2	3	4	5
Overall on-line registration	1	2	3	4	5

Onsite registration

Speed	1	2	3	4	5
Ease	1	2	3	4	5
Adequate space	1	2	3	4	5
Adequate staff	1	2	3	4	5
Registration materials	1	2	3	4	5
Overall onsite registration	1	2	3	4	5

Comments _____

Meeting/Event Facility

Cleanliness of space	1	2	3	4	5
Appearance	1	2	3	4	5
Food and beverages offered	1	2	3	4	5
Restroom accessibility	1	2	3	4	5
Restroom cleanliness	1	2	3	4	5
Service	1	2	3	4	5
Room set-up	1	2	3	4	5
Audio/Visual Capabilities	1	2	3	4	5
Comfort (temperature, seating, etc.)	1	2	3	4	5
Internet accessibility	1	2	3	4	5
Proximity to lodging	1	2	3	4	5
Proximity to restaurants	1	2	3	4	5
Proximity to airport/transportation	1	2	3	4	5
Ease of access	1	2	3	4	5
Clarity of directions	1	2	3	4	5
Parking accessibility/availability	1	2	3	4	5
Appropriate for group size	1	2	3	4	5
Overall meeting/event facility	1	2	3	4	5

Comments _____

Speaker/Facilitator

Knowledge of subject	1	2	3	4	5
Ability to involve or keep attention	1	2	3	4	5
Timeliness of topic	1	2	3	4	5
Topic met overall program goals	1	2	3	4	5
Attention to audience questions	1	2	3	4	5
Ability to address audience questions	1	2	3	4	5
Presentation skills	1	2	3	4	5
Adhered to allotted time-frame	1	2	3	4	5
Presenters preparation	1	2	3	4	5
Visual aids/handouts	1	2	3	4	5
Fulfilled the objections of session	1	2	3	4	5
Organization of presentation	1	2	3	4	5
Appropriate topic for audience	1	2	3	4	5
Overall speaker	1	2	3	4	5

Comments _____
