

# 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 is aware of its environmental responsibility, and upload all speaker documents, including the footage and podcasts, to be downloaded free of charge after the event. Please give us your comments on this service.

3a. Once you have accessed the documents / 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

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**SH345**

<b>5. Please use this space for comments about the <u>PLENARY</u> Session speakers</b>	<b>Please circle appropriately</b>	<b>Please supply comments where possible</b>
Session One Speakers Wednesday 10.00:	5   4   3   2   1	
Session Two Speakers Wednesday 14.00:	5   4   3   2   1	
Session Three Speakers Thursday 09.30:	5   4   3   2   1	
Session Four Speakers Thursday 15.30:	5   4   3   2   1	
Conference Chair : Simon Fanshawe OBE	5   4   3   2   1	

<b>6. Comments about <u>Seminar Streams</u> Wednesday 12.00</b>	<b>Please circle appropriately</b>	<b>Please supply comments where possible</b>
A1	5   4   3   2   1	
B1	5   4   3   2   1	
C1	5   4   3   2   1	
D1	5   4   3   2   1	

<b>7. Comments about <u>Seminar Streams</u> Wednesday 16.00</b>	<b>Please circle appropriately</b>	<b>Please supply comments where possible</b>
A2.	5   4   3   2   1	
B2.	5   4   3   2   1	
C2.	5   4   3   2   1	
D2.	5   4   3   2   1	

<b>8. Comments about <u>Seminar Streams</u> Thursday 11.30</b>	Please circle appropriately	Please supply comments where possible
A3.	5   4   3   2   1	
B3.	5   4   3   2   1	
C3.	5   4   3   2   1	
D3.	5   4   3   2   1	

<b>9. Comments about <u>Seminar Streams</u> Thursday 14.00</b>	Please circle appropriately	Please supply comments where possible
A4.	5   4   3   2   1	
B4.	5   4   3   2   1	
C4.	5   4   3   2   1	
D4.	5   4   3   2   1	

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

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

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

Name 

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Job Title 

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Name 

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Job Title 

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13. 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.

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

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

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

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17. How did you hear about this event?

☐  
☐  
☐

In the post

From a colleague

From the training department

☐  
☐  
☐

On the internet (please specify):

Saw advert/insert (please specify):

Other (please specify):

18. Forthcoming Events

☐

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

19. General Comments

Please return this form to the registration desk or email it to

[Katrina.wright@neilstewartassociates.co.uk](mailto:Katrina.wright@neilstewartassociates.co.uk)

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