

Local Chapter Meeting
MEETING EVALUATION

Topic: _____ Presenter: _____

Your system Type: _____ Date: _____

Position: Executive Producer Sys Coordinator CSR Accounting Other

Please rate each element of the Seminar according to the following scale:

5 Excellent 4 Very Good 3 Good 2 Acceptable 1 Unacceptable

Speaker / Instructor

Knowledge of Subject:	5	4	3	2	1
Organization of presentation:	5	4	3	2	1
Communication Skills:	5	4	3	2	1
Use of Audio Visual	5	4	3	2	1

Course Material

Quality of course materials	5	4	3	2	1
Quality of audio/visuals	5	4	3	2	1
Overall course quality	5	4	3	2	1

Facilities

Meeting room & facilities	5	4	3	2	1
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Technical level of the course was:

- ___1 Too easy, Elementary
- ___2 Just right, It really hit the spot
- ___3 Too difficult, Most of it went right over my head

The things I learned today:

- ___1 Will be of little use to me in my job
- ___2 Will help out now and then
- ___3 Will really help me do my job

The information in this Seminar:

- ___1 Will be of very little value to my agency
- ___2 Will be of some help
- ___3 Will be very useful to my agency

Pace of the Seminar was:

- ___1 Too slow, I could barely stay awake
- ___2 Just right
- ___3 Too fast, I could not keep up

Suggestion for future topics: _____

OPTIONAL: (Please Print)

Name: _____ Agency: _____

PLEASE WRITE COMMENTS ON BACK: