

DELEGATE EVALUATION FORM

To help us continually to improve and develop events, we would be grateful if you would complete the following.

Title:

Ref. no:

Date:.....

Venue:

Organiser:.....

Please consider the *content* of the event. Please tick the box most relevant to each statement and add your comments at the bottom of the form.

	Strongly agree	Agree	Disagree	Strongly disagree
This programme was interesting and relevant to me as a professional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It was directly relevant to my current role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The promotional material described accurately the content of the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The amount and depth of the material were appropriate for the time available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There were elements that could have been omitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There were aspects that I had hoped to learn that were not covered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The programme matched my expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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Please consider the *delivery* of the event.

	Strongly agree	Agree	Disagree	Strongly disagree
The programme was well structured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It was appropriate for the topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It was appropriate for the group size.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It was easy to follow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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You may comment on individual speakers if you wish (*please continue on a separate sheet if required*).

Speaker's/Presenter's Name	Comments
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.....
.....

Please consider the *venue*.

	Strongly agree	Agree	Disagree	Strongly disagree
Comfortable/appropriate for event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easily accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to offer good refreshments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Well described in any map etc (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall:

Do you think the event represented good value for money? yes no

Please list the best aspects – up to three – about the event:

1.
2.
3.

And... what would *you* do differently?

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Other comments:

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