



# USMC NMCI ENTERPRISE CONFERENCE ADMINISTRATION



## CONFERENCE FEEDBACK FORM

Conference Title

Conference:

Attendee Name  
*(optional)*

Please use this form to evaluate your experience at the conference:

Conference Content		Comments
Which Briefings provided the most usefull information?		
What topics should be added for future conferences?		
What topics should be deleted?		
Did you have any questions that were not addressed during the conference?		
Rate The Conference Topics in Terms of Relavance to Your Information Requirments <i>1-Strongly Disagree, 2- Disagree, 3-, 4-Agree, 5-Stronly Agree</i>		Comments
Topic 1:		
Topic 2:		
Topic 3:		

Conference Team and Technical Support		Comments
The information regarding conference date, time, and location was disseminated in a timely manner.		
The presentation of information was well organized.		
All documents supporting the conference were distributed in a timely manner.		
The staff was capable of answering general questions concerning the conference accurately.		
The staff was readily accessible during the conference for support.		
Action items were accurately noted and identified.		
The conference room was setup and organized properly so that all participants were able to contribute.		
<b>For Video Teleconferences VTC:</b>		
The video communication was in full operation during the conference.		
Participants were capable of logging into the bridge in a timely manner.		
Technical support was readily accessible.		
Audio and visual communications were clear?		
General Comments		Comments
Overall the conference provided information that is usefull to me/my organization.		
The briefings provided the information and level of detail I expected		
The speakers were familiar with the subject matter		
What are the areas of improvement you would recommend		
Conference Preparation		Comments
Notification of the conference was provided in a timely manner.		
The purpose of the conference was clear.		
The level of detail provided in the briefings was appropriate.		
The quality of information dissminated proir to the conference was adaquate		
Materials and information for the conference were made available in advance.		

Conference Facility		Comments
The size of the conference facility was appropriate for the purpose of the conference.		
Audio and visual equipment was adequate.		
The location of the conference facility was convenient.		
The conference facility was easy to find.		
Recommended Improvements for Future Conferences		

