



Event Monitoring Form

Your , Your Decision

Please help us to evaluate how successful this meeting has been by completing our questionnaire. We will use the information you give us to help measure the success of our project and to take action to improve the quality of any future meetings.

How satisfied were you ... (Please tick one box on each row):

	Very Satisfied	Satisfied	Neither/nor	Dissatisfied	Very dissatisfied
With the information you received before the meeting?					
With the organisation on the day?					
With the venue and the facilities?					
That information on the day was clear and easy to understand?					
With the mixture of presentations and activities?					
That you were able to take part / have your say?					
That your ideas were being taken on board?					
With what we tried to cover today?					

How satisfied overall were you with today's meeting? (Please circle one only)

Very Satisfied Satisfied Neither / nor Dissatisfied Very dissatisfied

If you were satisfied or dissatisfied with anything about today's meeting please tell us:

what was good about today?

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what was bad about today?

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Thank you for helping us to improve our meetings!