



**MEETING EVALUATION  
FORM  
(Sample)**

Please check the column, which best describes your evaluation of the meeting items.

	Excellent	Good	Fair	Poor
OVERALL CONFERENCE EVALUATION				
THE CONTENT OF THIS MEETING WAS USEFUL IN MY WORK/JOB				
THE MEETING SPACE WAS ADEQUATE AND COMFORTABLE				
THE MEALS WERE SATISFACTORY				

COMMENTS ON ANY OF THE ABOVE: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SPEAKERS: LIST EACH SESSION ATTENDED & EVALUATE CONTENT AND PRESENTATION	Excellent	Good	Fair	Poor
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Additional Comments on Above Speakers or Sessions:

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List topics below that you would like to see presented at the next conference. If you know of a speaker on a topic please list name and contact information if possible.

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Additional Comments: \_\_\_\_\_

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