

Conference Evaluation

Business/Industry

Objective:	To evaluate conference's effect on business performance and decide if it should be done again in the future.
Materials:	Computer Internet Access (if needed) Hard copy of survey Pen
Procedure:	<ul style="list-style-type: none"> - Create a survey using SurveyMonkey - List all areas in which conference should be evaluated - Upload to a computer or network - Print hard copy - Email all attendees a link to the survey and have them fill out on their own time
Evaluation:	Review all the responses and determine if the conference was effective.
Standards Met:	N/A