



Celebrations & Aspirations

21st September 2017

Jubilee Conference Centre, Nottingham



To ensure that the events provided by MHA meet the needs and expectations of the audience, we would appreciate you taking a little time to complete this feedback form. This will enable us to analyse and review our events and make adjustments/improvements to future events as appropriate.

Please rate the following by using the numbers 1-4 (4=excellent/strongly agree, 3=good/agree, 2=fair/disagree, 1=poor/strongly disagree) or N/A where you feel the question does not apply. If you feel an aspect was below average (1-2) or above average (4), please support this with any appropriate written comment under the "Any Other Comments" section overleaf

ADMINISTRATION		4	3	2	1	N/A
1.	Clarity of the information provided prior to the event, booking instructions and procedure					

PROGRAMME CONTENT		4	3	2	1	N/A
2.	Effectiveness of the programme in achieving its objectives					
3.	Whether the programme material was interesting / useful?					
4.	Whether the programme was well timed (<i>spent more time where required and less where not much time required</i>)					
5.	The content was relevant to your job role					
6.	You will be able to use the information you have received in your work					
7.	You would recommend future events to others					

MATERIALS		4	3	2	1	N/A
8.	Please rate the contents of the hand outs (<i>accuracy, ease of use and understanding</i>)					
9.	Please rate the visual aids					

VENUE/EQUIPMENT		4	3	2	1	N/A
10.	Please rate the quality of the room					
11.	Please rate the layout of the room for the day					
12.	Please rate the venue catering					
13.	The venue event facilities (restrooms, parking, reception)					
14.	How well were any special requirements addressed?					

15.	What were the three most positive points for you about the event?

16.	Do you have any suggestions as to improvements to the event, content or its delivery?

17.	Any other comments?

KEEP UP TO DATE		yes	no	not at this time
18	Would you like to receive email correspondence on the various activities and training courses being run by the MHA?			