



Meeting Evaluation

Topic:		
Presenter:		Date:
Your Name (Optional):		

To help us continuously improve our programs, please take a moment to complete this questionnaire by providing ratings to the areas addressed below. You can also download the questionnaire via the website www.njca.org and email to: **Yolanda Mendez, Program Chair, ymendez@innovativehrconceptscorp.com.**

PRESENTATION

Presentation content / relevance (i.e., how useful or informative the material was to you)

Excellent Good Fair Poor

Speaker's subject matter expertise

Excellent Good Fair Poor

Speaker's presentation skills

Excellent Good Fair Poor

Additional feedback that you'd like us to share with the speaker.

EVENT PLANNING

Meeting communication (i.e., NJCA website, reminder email, etc.)

Excellent Good Fair Poor

Facilities / logistics (i.e., room setup, lighting, acoustics, equipment, etc.)

Excellent Good Fair Poor

Selection / variety of food available at the meeting

Excellent Good Fair Poor

Quality of the food that you selected at this meeting

Excellent Good Fair Poor

Suggestions for future meeting topics

Additional comments