

Federal Emergency Management Agency/Department of Homeland Security

U.S. Fire Administration Conference/Symposium Evaluation

Paperwork Burden Disclosure Notice

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DIRECTIONS FOR COMPLETING THIS FORM: Using a pen or pencil, please complete the course evaluation form by completely darkening the appropriate bubble for each item. Please fill in the bubbles. Do not sign or put your name on the form. All responses are confidential and will be reported ONLY in aggregate form.

Part I – Overall Conference/Symposium

<i>To what extent do you agree that...</i>	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The Conference/Symposium was:					
- Informative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Productive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Well organized	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The Conference/Symposium format was appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The pre-Conference/Symposium information and instructions were clear and helpful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The Conference/Symposium provided adequate opportunities for:					
- Participation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Suggestions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Peer networking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. I plan to share information from the Conference/Symposium with other members of my department/agency.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How?					
Formally <input type="radio"/>					
Informally <input type="radio"/>					
6. The topics and activities presented at the Conference/Symposium provided me with something new I expect to use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Is this the first Conference/Symposium that you've attended? ☐ Yes ☐ No If No, how many have you attended: ☐ 2-4 ☐ 5+

What did you find most useful about the Conference/Symposium? _____

What did you find least useful? _____

Suggestions for improvements: _____

General Comments: _____

Part II – Session/Workshop Effectiveness**Session Name:**

To what extent do you agree that...	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. Presenter(s)/panel was skilled and professional	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. This session:					
- Was informative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Was well organized	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Was useful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Ideas presented will help me do my job better	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments on Session/Workshop: _____
