



**conference
toolbox**

Name of event

Date of event

Event venue

	strongly agree	agree	somewhat disagree	disagree
Event venue				
I liked the event venue				
The venue was well-suited to the event				
I liked the refreshments during the breaks				
I liked the stage design				
The event was well signposted				

Remarks:

Speakers				
The presentation topics were interesting				
The quality of the speakers was high				
The speaker was able to convey his/her message and content				
The presentations were well structured				
The order of presentations was well chosen				
The length of the presentations was well chosen				
I was able to take away new input				

Remarks:

General assessment				
The event was well organized				
The staff were friendly and helpful				
The event duration was well chosen				
The event met my expectations				
I would recommend the event				
I will be coming back to the next event				

Remarks:



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Conclusion

What did you particularly like?

What did you not like?

How did you hear about the event?

Advertising	_____	Social media	_____
Website	_____	Brochure	_____
Newspaper	_____	Recommendation	_____
Other	_____		

How would you rate the event overall?

very good	good	fair	poor

First name / last name (optional)

Clarifying and researching all these items is complex and time-consuming.
 The Conference Toolbox partners are happy to advise and assist you.
 Benefit from our partners' expertise.