

Event Feedback Form

Thank you for attending. Your feedback helps us make the next event better. The form takes about five minutes.

Event _____ Date _____ Name (optional) _____

Scale: 1 = strongly disagree, 5 = strongly agree. NPS: 0 = not at all likely, 10 = extremely likely.

OVERALL IMPRESSION

- 1 How likely are you to recommend this event to a colleague? ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10
- 2 How would you rate the event overall? ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

CONTENT AND PROGRAM

- 3 The content was relevant to my work. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
- 4 The speakers presented their topics clearly. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
- 5 The schedule worked (length, breaks, order of sessions). ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

LOGISTICS

- 6 Invitation and registration were easy. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
- 7 Check-in on site was fast. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
- 8 The venue was a good fit for the event. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
- 9 Food and beverages met my expectations. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

OPEN QUESTIONS

10 What was missing?

11 What was the best part for you?

12 Which topic would you like to see at the next event?

Answering is voluntary. Without your name, this form is anonymous. Responses are used only to evaluate this event and deleted after [retention period, for example six months].

Additional questions by event type

Three to five questions to append to the base form. Use only the block for your format.

CONFERENCE AND SUMMIT

- + Which sessions did you attend? (select all that apply)
 - + How would you rate the session that was most useful to you? (1 to 5)
 - + The mix of talks, workshops and breaks worked. (1 to 5)
 - + Rooms were easy to find. (1 to 5)
-

COMPANY EVENT

- + The atmosphere at the event was good. (1 to 5)
 - + I had the chance to meet colleagues from other teams. (1 to 5)
 - + I enjoyed the social program. (1 to 5)
 - + What should we do differently next time? (open text)
-

TRADE SHOW AND OPEN HOUSE

- + Did you achieve the goal of your visit? (yes, partly, no)
 - + How many of our team members did you talk to? (0, 1 to 2, 3 to 5, more than 5)
 - + The products and solutions shown were relevant to me. (1 to 5)
 - + Would you like a follow-up call or meeting? (yes, no)
-

TRAINING AND WORKSHOP

- + The learning objective was met. (1 to 5)
 - + The trainer responded to questions. (1 to 5)
 - + The materials help me apply what I learned. (1 to 5)
 - + I can use what I learned in my work. (1 to 5)
 - + Which topics were missing or too short? (open text)
-

ANNUAL MEETING AND MEMBER ASSEMBLY

- + The agenda was clear and well moderated. (1 to 5)
- + Documents were available in time. (1 to 5)
- + For hybrid attendance: audio, video and voting worked. (1 to 5)
- + I had enough opportunity to ask questions. (1 to 5)