



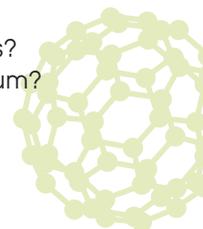
EVENT DEBRIEF

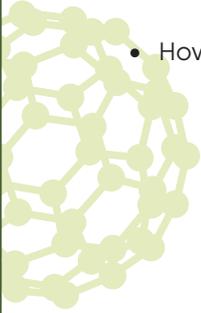
Use the questions below to create a record of the forum for your institution and debrief the program team on the forum outcomes. Use the form to review what happened at the event and what changes could be made to improve future presentations of the forum.

Forum date:	Forum time:
Forum name:	Forum location:
Number of participants:	Room setup:
Primary programmatic contact:	
People interviewed for debrief:	

- Overall, how do you think the event went?
 - In your view, what were some indicators of success in the forum?
 - What would you do differently next time?

- How do you feel about your event preparation?
 - What preparation methods would you use again/recommend to others?
 - What would you change about your event preparation for the next forum?





- How do you feel about the different forum segments?
 - Speaker Presentations
 - Who were the speakers?
 - What was the content of their presentations?
 - How do you feel about the presentations?
 - Would you use the speaker(s) again at another forum?

 - Small Group Discussion
 - How do you feel the small group discussion went?
 - What changes would you make to improve the small group discussion?

 - How do you feel about other segments of the forum?
 - What other parts of the forum agenda do you like?
 - What changes would you make to other parts of the forum agenda to make them better?

- How do you feel about the timing of the forum agenda?
 - What changes would you make to the lengths of the different forum segments?

