**Speaker Evaluation**

<chapter location> Chapter

**Date**: <Day, Month day, year>

**Program Title:**

**Program Number:**

**Speaker(s)**:

**Location**: <meeting venue>, <City, State>

Rating Scale 1 = Poor, 2 = Fair, 3 = Average, 4 = Good, 5 = Excellent, N = Not Applicable

1. ***Presentation***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | N |
| Do you feel the presentation was relevant? |  |  |  |  |  |  |
| Do you feel the information was up-to-date? |  |  |  |  |  |  |
| Were the topics presented in an understandable manner? |  |  |  |  |  |  |
| Were the visual aids used to support the topic? |  |  |  |  |  |  |
| Did the handouts support the topics? |  |  |  |  |  |  |
| Were the handouts a useful tool to take with you? |  |  |  |  |  |  |
| Did the presentation meet your expectations? |  |  |  |  |  |  |
| Overall how would you rate the presentation? |  |  |  |  |  |  |

1. ***Speaker***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | N |
| Did the speaker speak clearly and loud enough to be heard? |  |  |  |  |  |  |
| How would you rate the speaker’s knowledge on the topic? |  |  |  |  |  |  |
| Was the speaker able to answer your questions? |  |  |  |  |  |  |
| Overall how would you rate the speaker? |  |  |  |  |  |  |

1. ***Suggestions***

Was any feature of the presentation disappointing or unsatisfactory to you?

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Was any feature of the presentation especially appealing or satisfactory to you?

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