

Evaluation of ASHA Committee/Board/Council Meetings

Instructions. To better serve you during your attendance at future meetings held at ASHA's National Office, please complete the following questions. Circle one response for each item and provide written feedback as appropriate. Return your completed form to your group's ex officio prior to your departure from the National Office. Thank you.

Name of Meeting: _____ **Date of Meeting:** _____

1. Pre-meeting information (e.g., transportation, hotel) sent from National Office:				
a. Was information received in a timely manner?	Yes	No	Not applicable	
b. Was the information clear?	Yes	No	Not applicable	
Comments/suggestions:				
2. Travel arrangements with Association Travel Concepts (ATC):				
a. Did ATC handle your travel arrangements in a courteous manner and timely fashion?	Yes	No	Not applicable	
b. Did ATC secure a reasonable airfare for your travel?	Yes	No	Not applicable	
Comments, suggestions, or problems you encountered:				
c. Did you use ATC's on-line booking tool?	Yes	No	Not applicable	
d. How would you rate your experience with the on-line booking tool?	Excellent	Average	Poor	
Comments, suggestions, or problems you encountered:				
3. Ground Transportation:				
a. Which transportation service(s) did you use? (Check all that apply.) <input type="checkbox"/> RMA (formerly "Advantage Limo") <input type="checkbox"/> Global Express Limo <input type="checkbox"/> Cab <input type="checkbox"/> Metrorail <input type="checkbox"/> Other: _____				
b. How would you rate your primary mode of transportation? (Primary service used: _____)	Excellent	Average	Poor	
Comments, suggestions, or problems you encountered. (Please specify service used per comment.)				
4. Hotel accommodations: Check here ___ if you did <u>not</u> stay in a hotel during this trip and skip to Question 5.				
a. Which hotel did you stay in during your meeting?	Washingtonian Marriott	Courtyard Marriott	Crowne Plaza	
b. How would you rate your stay in this hotel?	Excellent	Average	Poor	
Comments, or describe any problems you had during your hotel stay. (Be as specific as possible.)				
5. Meeting content:				
a. Did you have an agenda for the meeting?	Yes	No	Not applicable	
b. Did you have the necessary documents to help facilitate your meeting?	Yes	No	Not applicable	
c. Do you believe that this meeting was worthwhile (i.e., a good use of your time)?	Yes	No	Not applicable	
d. Do you believe that this meeting was of value to the Association's membership?	Yes	No	Not applicable	
Comments/suggestions:				
If you would like an ASHA staff person to contact you regarding any problems you encountered please specify and include your Name: _____ Telephone: _____				

Continue comments on back of form if necessary. Thank you!

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