

# IEEE Power & Energy Society Technical Session Evaluation Survey

Please provide information about your session's facilities and evaluate each presenter according to the following criteria. Your response will be used to improve the sessions and provide feedback to presenters with the goal of continued improvement in the quality of technical presentations.

When completed, please deposit this form in the collection box (if provided), or mail this form to:

IEEE PES Executive Office                      Fax: +1 732 562 3881  
445 Hoes Lane, P.O. Box 1331  
Piscataway, NJ 08855-1331 USA

Conference Name: \_\_\_\_\_

Session Type:     Poster     Paper     Panel     Paper Forum     Tutorial     Super Session  
 Other \_\_\_\_\_

Session Title: \_\_\_\_\_

Session Chair: \_\_\_\_\_ This is survey page 1 of \_\_\_\_\_

Date of Session: \_\_\_\_\_ Time: \_\_\_\_\_ Number Present: \_\_\_\_\_

1. Was the assigned room of the session adequate in respect to meeting room equipment and facilities?  
 YES     NO                      Was the size appropriate?     YES     NO

2. Was the room properly provided with the standard equipment? Please indicate *yes* or *no*:

**Panel/Paper Session**

LCD projector \_\_\_\_\_  
 projection screen \_\_\_\_\_  
 power and extension cords \_\_\_\_\_  
 podium and microphone \_\_\_\_\_

**Poster Session**

posters & easels \_\_\_\_\_  
 tables (*if req*) \_\_\_\_\_  
 power strips (*if req*) \_\_\_\_\_  
 chairs \_\_\_\_\_

3. Do you have additional comments or suggestions that would improve the overall setup of the meeting room?

4. Do you have any comments or suggestions that would improve the quality of presentations?

Name (Print) \_\_\_\_\_ Phone # \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

Please photocopy this page if needed for additional presenters. Circle appropriate number below

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Session Title: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Paper Number (if applicable) \_\_\_\_\_ Presenter: \_\_\_\_\_

	Excellent	Poor			
	5	4	3	2	1
Verbal clarity of presenter	5	4	3	2	1
Organization of presentation	5	4	3	2	1
Purpose/goal clearly stated	5	4	3	2	1
Proper amount of details used for an overview presentation	5	4	3	2	1
Conclusion/results clearly stated	5	4	3	2	1
Ability to respond to questions	5	4	3	2	1
Interest from audience	5	4	3	2	1
Quality of visuals (check type)	5	4	3	2	1

PowerPoint  overheads  posters

Comments: \_\_\_\_\_

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Comments: \_\_\_\_\_

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