

Pre-event surveys can help your institution better understand your participants' expectations and experiences. They can also be used to set expectations and/or help participants prepare to engage in meaningful dialogue prior to the event. After the event, they can help you capture feedback that can be shared with speakers or can help frame future events. Consider these questions as a starting point for your own surveys.

For general questions and comments, please contact [Name] at [Phone or Email].

**What brings you to this event? In other words, what do you hope to learn more about?**

**In general, what are you most interested in?**

- Networking       Sharing ideas from my own experience       Listening to ideas from other groups       Hearing examples from across higher education
- Interacting with speakers       None of the above

**What is your overall expertise in [the topics to be covered] during this event?**

- Novice: I am coming to learn more and get my feet wet.
- Competent: I have limited experience but hope to learn more
- Proficient: I have considerable experience but would not consider myself an expert.
- Expert: I consider myself well-versed in the topic and am coming to continue my professional development and share expertise.

**Would you be willing to lead an event discussion or to facilitate a session?**

- Yes       No

**What is your overall opinion about the pre-event homework?**

- Unsatisfactory       Satisfactory       Excellent       I did not review the pre-event homework

**Do you have any dietary restrictions?**

**Do you need any other special accommodations?**

**Please write your comments or suggestions for the event organizers.**

