

**APPENDIX I  
SAMPLE EVALUATION FORM**

**Western Association of Map Libraries**  
*Meeting Date*  
*Place*

Please assist us in planning meetings to meet your needs and interests:

1. What part of the conference most met your needs?

2. What was the least useful part of the conference?

3. Please rate our speakers: 1-great interest 2-some interest 3-little interest

\_\_\_ John Doe

\_\_\_ Lin-Ching Chang

\_\_\_ Workshop

\_\_\_ Mary Smith

\_\_\_ Jose Rodriguez

Comments on any of the speakers:

4. Topics for future conferences:

5. Do you have a paper to present? Topic:

6. Please rate the following items: 1-excellent 2-good 3-fair 4-poor 5-no opinion

\_\_\_ Business Meeting

\_\_\_ Conference Lodging

\_\_\_ Conference Packet

\_\_\_ Evening Dinners

\_\_\_ Field Trip

\_\_\_ Vendors

\_\_\_ Meeting Room Facilities

\_\_\_ Preconference Registration Packets

\_\_\_ Reception

\_\_\_ Refreshments at Breaks

\_\_\_ Sounding Board

7. What items do you feel needed more time?

8. Comments on prices for meals/registration/field trip:

9. Suggestions for future field trips:

10. General comments regarding the conference:

Please return to \_\_\_\_\_.