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**[Project Name] [Event Name] Evaluation**

Please take a few moments to help us understand how we can meet your needs in future workshops by telling us about your experience here.

1. **Why did you come to this workshop?**

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1. **Please rate the following components of the workshop (circle your ratings for each):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Pre-meeting communications (e.g. invite, agenda, materials) | **Poor** | **Fair** | **Good** | **Very**  **Good** | **Excellent** | **I don’t know** |
| Suitability of location (Saskatoon) | **Poor** | **Fair** | **Good** | **Very**  **Good** | **Excellent** | **I don’t know** |
| Suitability of location (USASK campus) | **Poor** | **Fair** | **Good** | **Very**  **Good** | **Excellent** | **I don’t know** |
| Suitability of the space for full group sessions | **Poor** | **Fair** | **Good** | **Very**  **Good** | **Excellent** | **I don’t know** |
| Suitability of the space for break-out sessions | **Poor** | **Fair** | **Good** | **Very**  **Good** | **Excellent** | **I don’t know** |
| Order of workshop sessions | **Poor** | **Fair** | **Good** | **Very**  **Good** | **Excellent** | **I don’t know** |
| Organization of workshop sessions | **Poor** | **Fair** | **Good** | **Very**  **Good** | **Excellent** | **I don’t know** |

1. **We were hoping that this workshop would give you space to re-engage with the [project name] and its research team. Did you get a chance to do that?**

Yes\_\_\_\_\_ No\_\_\_\_\_

**If No, how could we change the meeting format to give you better opportunity to engage?**  
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1. **What did you want to ask or contribute but didn’t get a chance to?**

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1. **Tell us about what we did right during this workshop:**
2. **How can we improve, what else would you like to see?**

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1. **How else can we stay connected with you throughout the Prairie Water Project?**

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1. **Who did we miss this time that should be here next time? Please provide those names and/or organizations:**

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1. **If you would like to be added to our regular feedback channels, please fill in your details below. If you wish this survey to remain anymous, please email your contact information to [project manager].**

Name:

Email:

Phone:

**We sincerely thank you for your participation in this workshop. Through your valuable feedback, you are helping us to continue on the path to develop practical decision-support tools for water management.**