We need to make sure that we follow up with our conference delegates and speakers. We need to know:

• whether they enjoyed the conference and why
• which parts of the conference they found particularly worthwhile
• which parts of the conference they thought needed improving
• what they thought of the venue
• whether they found the speakers interesting and informative
• if they have any suggestions for what we should do next year.

Please send me an outline of how you intend to evaluate the conference.

Once your evaluation is completed, I would appreciate a comprehensive report on the conference and the results of the evaluation.

Thanks.

Angus