

NOTES ON COMPLETION OF THE AAB POST-CONFERENCE NOTES

This form will be submitted to the AAB Council for review and to assist in the planning of future conferences.

To assist you, below are a list of questions and areas that you may wish to consider. These are 'prompts' so don't feel that you need to comment on all of them.

Please feel free to expand/reduce the form as necessary.

Scientific Content

Did you receive as many papers for the conference as you had hoped?

Which topics do you think people found most interesting / least interesting?

Was the scientific topic too broad / narrow?

Could the conference have been run with another Group to broaden the appeal and encourage delegates to liaise across disciplines?

Could a similar conference be repeated – annually/ biennially/as part of a multi-disciplinary conference?

Delegates & Marketing

Please comment on the overall excess or shortfall on budgeted numbers of delegates and any specific areas where there appeared to be a shortfall against budget eg by organisation / nationality.

Were you happy that sufficient marketing had been carried out?

Had a marketing plan been prepared and had all possible contacts listed been made?

We do ask delegates to let us know how they heard about the conference, but often this remains unanswered. How do you think most people heard about the conference eg e-mail, website, Newsletter, organisation noticeboard, colleague?

Note any specific reasons for a shortfall that you became aware of.

Was the registration fee too high / low/ about right?

Were you happy with the layout of the AAB E-mail messages?

Venue

Please comment on factors such as:

Suitability of room – size, equipment, space for posters (if applicable).

Catering – availability of food, timeliness, quality

Accommodation (if applicable).

General helpfulness of Venue staff.

Would you use this venue again?

Conference Organisers Pack

Please comment on the usefulness of the pack and associated documents and make any suggestions for improvement.

Pre-conference organisation and planning

Usefulness of the planning meetings.

Usefulness of the AAB Conference Pack, any additions/ changes you would make.

Whether you were happy with the agreed timetable and whether it was adhered to.

Whether you were happy with the level of communication with the AAB Office.

Organisation at the conference itself

Time allocation of programme – speaker slots, meals, discussion time

Speed and organisation of registration.

AAB office staff helpfulness.

In general did everything go according to plan?