

POST-CONFERENCE SURVEY

GENERAL INFORMATION:

The purpose of this document is to assist you in developing a region post-conference survey. This document is designed as a guide to assist in identifying the most important information to include in a post-conference survey.

Ideally, the conference survey should be sent out to attendees within 2 weeks of the conclusion of the conference.

CONTACT INFORMATION:

Created by the Region Conference Task Force FY09

For specific questions please contact SWE HQ at hq@swe.org

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Survey Guidelines

- It is favorable to use a web-based or excel tabulated survey system to ensure data is easily and accurately collected and stored.
- A web-based system is recommended for survey by email after the attendees leave the conference, while an Excel tabulated system is recommended for survey by paper at the conclusion of the conference.
- Ensure user-friendliness and that questions are straightforward.
- The survey should take approximately 5 minutes in order to receive the highest quality and quantity of responses.
- SWE has an agreement with Survey Monkey and the Society office can help facilitate the survey if you provide the information in the format highlighted in the first example.
- The survey results should be shared not only with the host committee but also with the planning committee for the following year.
- The following examples should be customized to your specific conference needs.

SURVEY REQUIREMENTS

The following information should be considered as you develop your survey questions.

- Respondent Demographics
 - Membership status
 - Employment information
 - School/Work Experience level
 - SWE Experience level
 - Reason for attendance
 - Who pays your conference expenses
- Conference specific feedback
 - Sessions
 - Timing
 - Events/meals
 - Communication
 - Registration
 - Applicability
 - Value
 - Transportation/Lodging
- Suggestions for improvement
 - Topics
 - Locations
 - Events

Examples

Example 1: Formatted for Web-based survey programs

Example 2: Formatted for Excel Tabulation

Example 1 – Formatted for Web-based survey programs

1. What is your SWE member status?
 - SWE member
 - Non-member

2. If you are a member, how long have you been a member of SWE?
 - Less than 1 year
 - 1 to 2 years
 - 3 to 4 years
 - 5 to 10 years
 - More than 10 years

3. Are you a member of another professional society? If yes, please list them below.

4. How many SWE conferences have you attended?
 - This was my first conference
 - 2 conferences
 - 3 to 4 conferences
 - 5 to 10 conferences
 - More than 10 conferences

5. What is your current professional status?
 - Undergraduate student
 - Graduate student
 - Recent graduate (graduated in the last 24 months)
 - Professional, 2 to 5 years
 - Professional, 5 to 15 years
 - Professional, more than 15 years
 - Unemployed and seeking a new position
 - Retired/Unemployed and not seeking another position
 - Other (please specify)

6. What professional position do you currently hold at your organization?
 - Specialist (no one is currently reporting to you)
 - Manager
 - Senior Manager
 - Executive
 - N/A
 - Other (please specify)

7. What professional sector do you work in?

- Academia
- Government, Non-Military
- Corporate
- Consulting
- Military
- Non-Profit
- N/A
- Other (please specify)

8. How are you actively involved within the SWE leadership?(click all that apply)

- Section/MAL President
- Section/MAL Officer
- Region Officer
- National Committee Member
- National Committee Chair
- Council of Representatives Member
- Board of Directors or Board of Trustees Member
- Not Currently Involved in SWE Leadership

9. Did your organization provide you with financial support so you could attend the conference?

- No Support
- Yes, I Received Partial Support
- Yes, I Received Full Support

10. What were your reasons for attending the conference? (click all that apply)

- Networking
- Find a job
- Professional development
- Meet SWE Leadership
- Recruiting for an employer
- SWE business
- Other (please specify)

11. Were there a sufficient number of opportunities to interact and network with fellow attendees and exhibitors?

- Yes
- No
- If you answered no, why not?

12. Did you feel that SWE fully communicated event information to you leading up to the conference?

- Too Little
- Just Right
- Too Much

13. How did you hear about the Region Conference? (check all that apply)

- Website
- Emails
- Employer
- Fellow member
- SWE Leader
- Faculty Advisor
- Other

14. What subject areas or topics would like to see focused on at the next conference?

- Careers in Academia
- Strategic Planning
- Managing Teams/Team Dynamics
- Crisis Management
- Change Management
- Diversity and Inclusion
- Working in Teams
- Shared Leadership
- Negotiation
- Public Policy & Advocacy
- Conflict Resolution
- Time Management
- Managing Personal & Professional Transitions
- Career Planning
- Interpersonal Communication
- Presentation Skills
- Mentoring & Coaching
- Other (please specify)

15. How did you feel about the quantity of sessions at the conference?

- Not Enough
- Just Right
- Too Many

16. What was the highlight for you at the Region Conference?

17. What is one thing you would have changed about the conference?

18. What did you learn at the conference that will help you in your professional or collegiate life?

Example 2 – Formatted for Excel Tabulation

Please rank the overall conference based on it's importance to your career goals, interests, content and overall effectiveness. The conference planning committee uses this information to ensure that each year you are getting the highest quality and service from the Region conference. Your feedback plays a very important role in making sure we provide you with topics that you can look forward to each year.

This is a 2 page survey. Please find additional questions on the back of this page.

Please indicate your membership status.

Student Member **Professional Member** **Non-member**

N/A=Did Not Attend 1=Poor 2= Bad 3=Fair 4=Good 5=Excellent

Keynote Speakers	N/A	1	2	3	4	5
Morning Presentation						
Evening Presentations						
<i>Please provide feedback on your ranking.</i>						

Session 1	N/A	1	2	3	4	5
Building SWE Membership						
Collegiate Business Meeting						
10 Tips for Managers						
Engineers Role in Government Affairs						
Work Life Balance: Solutions to Fitting It All In						
Modeling Systems: Understanding the Internet						
<i>Please provide feedback on your ranking.</i>						

Session 2	N/A	1	2	3	4	5
SWE Officer Training						
Working at Small vs. Large Companies						
15 Minute MBA						
Feng Shui in Business						
Power of Professional Protocol						
Cell-Biomaterial Interactions						
<i>Please provide feedback on your ranking.</i>						

Session 3	N/A	1	2	3	4	5
Submitting for SWE Awards						
Genderchip Project						
Positioning Yourself for Advancement						
Engineering for Society: Lessons from Namibia Africa						
Sorting Coins and Swatting Gnats: Organization for Real Life						
Transterpreter						
<i>Please provide feedback on your ranking.</i>						

Session 4	N/A	1	2	3	4	5
SWE Event Planning						
Technical Grad School Options						
6 Minute Presentations						
Global Business Culture						
Financial Retirement Planning						
Biomimetics Research (Robotics)						
<i>Please provide feedback on your ranking.</i>						

Intersession	N/A	1	2	3	4	5
SWE Counselor /Faculty Advisor Training						
Yoga at Work						
SWE Bylaws						
Career Fair						
<i>Please provide feedback on your ranking.</i>						

Meals	N/A	1	2	3	4	5
Breakfast						
Lunch						
Dinner						
<i>Please provide feedback on your ranking.</i>						

Others	N/A	1	2	3	4	5
Facility						
Location						
Website						
Directions						
Registration						
<i>Please provide feedback on your ranking.</i>						

Overall	N/A	1	2	3	4	5
Conference Overall						
<i>Please provide feedback on your ranking.</i>						

Please share your ideas. What **session topic or speaker** would you like to be included at a future Region conference? If possible, please provide contact information for any speakers.