

# YOUR FEEDBACK IS IMPORTANT



Please provide us with your feedback about the discussion that took place on [Date] in [Location]. This will help us to improve future discussions.

## Pre-meeting information and support

Before the meeting, how good was the information we supplied to you so that you could take part?

Excellent	Good	Satisfactory	Poor
-----------	------	--------------	------

Comment:

Before the meeting, how prepared did you feel in order to take part?

Excellent	Good	Satisfactory	Poor
-----------	------	--------------	------

Comment:

## Time and Venue

How were the following aspects of the meeting?

Location of the discussion

Excellent	Good	Satisfactory	Poor
-----------	------	--------------	------

Venue/Room of the discussion

Excellent	Good	Satisfactory	Poor
-----------	------	--------------	------

# YOUR FEEDBACK IS IMPORTANT



Duration of the discussion

Excellent	Good	Satisfactory	Poor
-----------	------	--------------	------

Time of the discussion

Excellent	Good	Satisfactory	Poor
-----------	------	--------------	------

Refreshments

Excellent	Good	Satisfactory	Poor
-----------	------	--------------	------

Please Comment on any of the Above:

## The Nature of the Discussion

Quality of the Discussion – Did you think it was a good discussion?

Excellent	Good	Satisfactory	Poor
-----------	------	--------------	------

Comment:

Do you feel that you had the chance to fully express your opinion?  Yes  No

Comment:

# YOUR FEEDBACK IS IMPORTANT



Do you feel that your contribution was valued and respected?  Yes  No

Comment:

Is there anything that we did particularly well in organising and running the discussion that you would like to see repeated?

Is there something which we could improve when organising or running future discussions?

Thank you for taking the time to provide feedback. Please supply us with an email address or telephone numbers where we can follow-up with you if necessary.

Tel:

Email:

If you have a complaint that you wish to discuss with the research team, please contact...

If you wish to speak to someone from the Trinity Patient and Public Involvement Team, contact...

