



VIRGINIA FREEDOM OF INFORMATION ADVISORY COUNCIL
COMMONWEALTH OF VIRGINIA

**ELECTRONIC MEETINGS
PUBLIC COMMENT FORM**

WE NEED YOUR HELP--Please give us your feedback regarding how meetings using electronic communications technology compare to traditional meetings where everyone is present in the same room at the same time.

1. Name of the public body holding the meeting: _____

2. Date of the meeting: _____

3. What are your overall thoughts or comments about this meeting? _____

4. Where did you attend this meeting -- main meeting location OR from a remote location? (circle one)

5. Technology used for the meeting (audio only or audio/visual, devices and/or software used--please be as specific as possible--for example, speakerphone, iPad, Skype, WebEx, Telepresence, etc.):

6. Were you able to hear everyone who spoke at the meeting (members of the body and members of the public)?

| | | | | |
|------|---|---|---|-----------|
| Poor | | | | Excellent |
| 1 | 2 | 3 | 4 | 5 |

COMMENT _____

7. How easy was it for you to obtain agenda materials for this meeting?

| | | | | |
|------|---|---|---|-----------|
| Easy | | | | Difficult |
| 1 | 2 | 3 | 4 | 5 |

COMMENT _____

8. Could you hear/understand what the speakers said or did static, interruption, or any other technological problems interfere?

| | | | | |
|------|---|---|---|-----------|
| Easy | | | | Difficult |
| 1 | 2 | 3 | 4 | 5 |

COMMENT _____

9. If the meeting used audio/visual technology, were you able to see all of the people who spoke?

| | | | | |
|--------|---|---|---|---------|
| Poorly | | | | Clearly |
| 1 | 2 | 3 | 4 | 5 |

COMMENT _____

10. If there were any presentations (PowerPoint, etc.), were you able to hear and see them?

| | | | | |
|--------|---|---|---|---------|
| Poorly | | | | Clearly |
| 1 | 2 | 3 | 4 | 5 |

COMMENT_____

11. Were the members as attentive and did they participate as much as you would have expected?

| | | | | |
|------|---|---|---|------|
| Less | | | | More |
| 1 | 2 | 3 | 4 | 5 |

COMMENT_____

12. Were there differences you noticed in how the members interacted?

With the other members present:

| | | | | |
|----------------|---|---|---|---------------|
| Very Different | | | | No Difference |
| 1 | 2 | 3 | 4 | 5 |

With members participating from other locations:

| | | | | |
|----------------|---|---|---|---------------|
| Very Different | | | | No Difference |
| 1 | 2 | 3 | 4 | 5 |

With the public:

| | | | | |
|----------------|---|---|---|---------------|
| Very Different | | | | No Difference |
| 1 | 2 | 3 | 4 | 5 |

COMMENT_____

13. Did you feel the technology was a help or a hindrance?

| | | | | |
|----------|---|---|---|--------|
| Hindered | | | | Helped |
| 1 | 2 | 3 | 4 | 5 |

COMMENT_____

14. How would you rate the overall quality of this meeting?

| | | | | |
|------|---|---|---|-----------|
| Poor | | | | Excellent |
| 1 | 2 | 3 | 4 | 5 |

COMMENT_____

THANK YOU. Please send your completed form by mail, facsimile or electronic mail to the FOIA Council using the following contact information:

Virginia Freedom of Information Advisory Council
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201 North 9th Street, Richmond, Virginia 23219
foiacouncil@dls.virginia.gov/Fax: 804-371-8705/Tele: 866-448-4100