



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**      **Remote location**

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?

Difficult			Easy		
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?

Difficult to Hear			Easy to Hear		
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 Attentive			More Attentive	
1	2	3	4	5

COMMENT \_\_\_\_\_

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

**With the other members present:**

No Difference			Very Different	
1	2	3	4	5

**With members participating from other locations:**

No Difference			Very Different	
1	2	3	4	5

**With the public:**

No Difference			Very Different	
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:**

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