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: ____SLAT___________________________

2. Date of the meeting: ____6/4/2020___________________________________________

3. What are your overall thoughts or comments about this meeting? _It was very productive & was facilitating effectively. The technology was user friendly & seemed to work for just about everyone in attendance.______________________________________________________________

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.): GoToMeeting on my laptop, using my laptop’s camera & microphone & speakers____________________________________________________________

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

   Poor 1 2 3 4 5 Excellent

   COMMENT____________________________________________________________

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

   Easy 1 2 3 4 5 Difficult

   COMMENT__these were sent in an email prior to the meeting along with the link to attend the meeting._________________________________________________________

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

   Easy 1 2 3 4 5 Difficult

   COMMENT_I didn’t have any difficulties hearing the speakers.____________________________________________________________

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

   Poorly 1 2 3 4 5 Clearly

   COMMENT____________________________________________________________
10. If there were any presentations (PowerPoint, etc.), were you able to hear and see them?
   Poorly 2 3 4 Clearly 5
   COMMENT: The facilitator shared their screen so we could observe the agenda. There were no issues.

11. Were the members as attentive and did they participate as much as you would have expected?
   Less 2 3 More 5
   COMMENT:

12. Were there differences you noticed in how the members interacted?
   With the other members present:
   Very Different 1 2 3 4 No Difference 5
   With members participating from other locations:
   Very Different 1 2 3 4 No Difference 5
   With the public:
   Very Different 1 2 3 4 No Difference 5
   COMMENT:

13. Did you feel the technology was a help or a hindrance?
   Hindered 1 2 3 4 Helped 5
   COMMENT: A HUGE help! Without the need for travel, I was able to get on with my day & other commitments quicker than if we were meeting in person.

14. How would you rate the overall quality of this meeting?
   Poor 1 2 3 4 Excellent 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
General Assembly Building, Second Floor
201 North 9th Street, Richmond, Virginia 23219
foiacouncil@dls.virginia.gov/Fax: 804-371-8705/Tele: 866-448-4100