

PRE-CONFERENCE QUESTIONNAIRE

(This will allow Kimaka to have a better understanding of your group and conference)

I. THE CONFERENCE

Contact Person _____ Title _____

Phn# () _____ Date of Event _____

What is your conference theme? _____

What is the *specific purpose* of this meeting (annual meeting, awards banquet, etc.)? _____

What are your *specific objectives* for a presentation? _____

Are there any **sensitive issues** that should be avoided? _____

What is the name and title of my **introducer**? _____

Time from for the presentation: **Start:** _____ **End:** _____

There **will/will not** be a coffee break: _____ Approx. Time: _____

What takes place **immediately** before and after the presentation (another speaker, meals, break, etc.)?

Before _____

After _____

Who are the **other speakers** on the program with me (if any)?

Speaker _____ Topic _____

Speaker _____ Topic _____

What **professional speakers** have you used in the past and what did they cover?

Speaker _____ Topic _____

Speaker _____ Topic _____

What did you specifically like/dislike about their performance? Why? (Feel free to withhold names and only comment on their work.) _____

Do you have any **special suggestions** to help me make this program your best ever? _____

II. Audience Analysis

Audience:

- | | |
|---------------------------------|--------------------------------|
| 1. Number Attending _____ | 5. Are spouses invited? |
| 2. Percentage of Males _____ | 6. Average age of group? |
| 3. Percentage of Females _____ | 7. Range of age _____ to _____ |
| 4. Educational Background _____ | |

What are the **major job responsibilities of those in the audience**? _____

Will there be many people in the audience who do not fit the description above? If so, please explain. _____

III. General Background Information

What are some current problems/challenges/breakthroughs experiences by your industry, organization, association, or people?

Industry:

a. **Problems** _____

b. **Challenges** _____

c. **Breakthroughs** _____

Organization:

a. **Problems** _____

b. **Challenges** _____

c. **Breakthroughs** _____

People:

a. **Problems** _____

b. **Challenges** _____

c. **Breakthroughs** _____

What **three main things** do you think I should know about your group?

1. _____
2. _____
3. _____

Which **specific activities/behaviors** separate your high performance people from your average/below average performers?

Which areas of their overall working performance are ripest for improvement?

Which are the **most significant events** that have occurred in you industry, organization, or group during the past year (e.g. mergers, relocations, etc.)?

Please share with me any “color” you can think of relating to your organization or industry (e.g. did a major firm go bankrupt, etc.).

Thank you for your help!

**Please Complete & Return to:
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