March 10, 2013

The program:

The cantor led with a prayer for healing.

Each speaker was introduced at the beginning of the program with a biography, agenda and time allotment.

Blank index cards were distributed to the audience to submit questions at the end

of the presentations. I reviewed the questions and directed them to the appropriate

speaker. Additional questions and answers were kept for speakers after the formal

program.

Follow-up after Program:

Regarding feedback to include:

1. content of program
2. time allotment
3. evaluation of speaker’s presentation
4. appropriateness of location and time
5. is this a program you would recommend to others?
6. Suggestions for future programs