



## 2011 CNSF Annual Congress Auditor Template

<b>Course Name:</b>	<b>Insert Course name</b>		
<b>Date:</b>	<b>Insert date</b>	<b>Time:</b>	<b>Insert Start Time – Insert End Time</b>
<b>Chair Name:</b>	<b>Insert Chair 1</b> <b>Insert Chair 2</b>	<b>Auditor Name:</b>	<b>Insert Auditor</b>

*SD = Strongly Disagree   D = Disagree   A = Agree   SA = Strongly Agree   Y = Yes   N = No   NA = Not applicable*

**SPEAKERS** Please indicate the number of speakers in the space below, and indicate in Questions 1-5 how many of the total speakers are representative of SD to SA

		<b>Total Speakers Presenting=</b>
1	<b>How many speakers presented discloser statement (verbally or showed PowerPoint slide)?</b>	
2	<b>How many speakers were knowledgeable on the topic presented?</b>	
3	<b>How many speakers communicated clearly?</b>	
4	<b>How many speakers were perceived to have unbiased presentations</b>	
5	<b>How many speakers had strategies to evaluate whether or not their session learning objectives were met<sup>1</sup>.</b>	
6	<b>Do you have comments about a specific SPEAKER which should be brought to the attention of the CNSF Professional Development Committee/ Scientific Program Committee?</b>	
<b>COURSE</b>		
7	<b>Did the course achieved its stated learning objectives*?</b>	A   SA   D   SD
8	<b>Did the course promoted at least 25% interaction?</b>	A   SA   D   SD
9	<b>Was the course presented in an UNBIASED manner?</b>	A   SA   D   SD
10	<b>Was time provided at end of course for evaluation?</b>	A   SA   D   SD
11	<b>Do you have specific comments about the COURSE which should be brought to the attention of the PDC/ SPC?</b>	

**Auditor Signature:** \_\_\_\_\_

<sup>1</sup> Examples include (not an exhaustive list): 1) Encouraging participants to complete questions 7-10 of the CNSF Course Specific Evaluation form; 2) Highlight learning objectives at beginning and end of course, and encourage participants to reflect on what was learned; 3) Giving a Q&A exercise or quiz at the end of the session; 4) Using clicker/touch pad audience response system during session.