	Respondent identity	1	2	3	4	5	6
1	Timeliness of papers (did you have enough time to read them etc?)	3	4	4	5	5	5
2	Information about the meeting (enough and in time)	4	5	4	5	5	5
3	How easy was it to find the venue / join the virtual meeting?	5	5	4	5	5	4
4	How did you find the room layout?	4	4	5	4	4	4
5	How did you find the refreshments and catering?	4	5	4	4	4	4
6	How did you find the venue environment, eg temperature, accessibility, facilities?	4	4	4	5	5	4
7	How was the timing of the meeting?	5	4	4	5	4	4
8	Was the information presented easy to understand?	4	5	4	5	5	5
9	Were the presenters easily heard?	4	5	4	5	4	5
10	Were the presentations easily seen?	4	5	4	5	5	3
11	Do you feel meeting attendees had an opportunity to participate?	3	4	5	5	5	5
12	How useful did you find the meeting?	3	5	3	4	5	4
13	How enjoyable was the meeting?	3	4	3	4	4	1