

CONTINUING EDUCATION COURSE MONITOR EVALUATION INFORMATION

AMERICAN COLLEGE OF TOXICOLOGY

The American College of Toxicology (ACT) evaluates the quality of speakers, CE Course organization, and CE course attendance. This information will be summarized and presented to Council by the Education Committee Chair at the Council Meeting held on-site at the ACT Annual Meeting. This year all CE Course evaluations will be done electronically. Please complete your online evaluation at the end of the course so we can download the data after the AM and PM courses.

Electronic Monitor Form Link: To be provided

Instructions for completing the evaluation:

- Estimate the number of attendees at the start and finish of the course in order to assess overall interest and determine if a disproportionate number of attendees left during the course.
- Identify any speakers that were either Exceptional/Good (recommended to speak at future meetings) or Needs Improvement (not recommended to speak at future meetings).
- Rate the Speaker Quality and Course Organization as denoted.
- Monitor the course attendees' usage of the power strips in the room. Please note if they were not used or if you feel more were needed.
- Any other noteworthy comments (changes needed to speaker slides, audiovisual concerns, change in presentation order, etc.).

COURSE MONITOR INSTRUCTIONS

Course Monitors should be at their assigned area no later than 30 minutes prior to course start to ensure the responsibilities presented below can be completed. At least one Course Monitor should remain in the room throughout the break and **ensure that no certificates are removed by non-registrants.**

Before the Course Begins:

1. Support the Speakers
 - a. Introduce yourself to the Chairpersons, Speakers, and AV team.
 - b. Ensure that all microphones and audiovisual equipment are working.
 - i. Confirm each presentation opens on the computer and shows on the screen.
 - ii. Confirm all microphones (Chairperson/speaker table, speaker podium, speaker lavalier and floor) are working and volume is appropriate.
 - iii. Confirm that the Chairperson/speaker table and podium microphones are set to appropriate height for speakers.
 - iv. Confirm with course Chairpersons that all needed AV support has been provided.
 - c. Assist the Chairpersons as needed (speaker instructions, etc.).
 - d. Confirm the course Chairpersons plans to announce the sponsor(s) of the course, if applicable.
 - e. Ensure that the ACT housekeeping slides are displayed on the screen before and during the course break.
 - f. Chairs should remind attendees silence their cell phones, pictures and video in the course room are not permitted, and to remind attendees to complete the course survey.

2. Support the Attendees
 - a. Sit or stand at the designated table.
 - b. Collect a course ticket from each participant.
 - i. A ticket must be provided for the specific course. If one is not provided, direct the participant to the Registration Desk to register for the course.
 - ii. The following people will be floating between the courses, they will not have a ticket for the course. Lorrene Buckley, Grace Furman, Joe Francisco, and Kate Lane. All others must have a ticket, including Council and Education Committee members.

During the Course:

3. Support the Speakers
 - a. Remain in the room throughout the CE Course to handle any problems that may occur during the presentations.
 - b. If audiovisual problems are significant and cannot be handled by the AV team or if environmental issues arise, request assistance from the ACT Registration Desk.
 - c. Assist the Chairpersons as needed (time management, etc.).
 - d. Ask any person who is audio or video recording the course to comply with the meeting policy and put the recording equipment away.
4. Support the Attendees
 - a. Ensure that extraneous noise is kept to a minimum by seeing that all doors are closed during the presentation and that outside hallway noise is controlled.
 - b. Ensure that questions from the floor are directed from the floor microphone.
 - c. Complete your electronic CE Course Monitor Evaluation.

At the End of the Course:

5. Support the Speakers
 - a. Ensure the Chairpersons encourage all attendees to complete the survey (which will be emailed to participants) and explain that ACT uses this information to improve all future presentations.
6. Support the Attendees
 - a. Ensure that the course certificates are available for attendees. Once the room is clear, return any certificates that were not picked up along with the course tickets to the Registration Desk.

Sample of the Electronic Course Evaluation Questions

Please visit [\(link\)](#) to submit your course evaluation.

Approximate Number of Attendees	Start:	Comments:				
	End:					
Speaker Quality Rating 1-3: 1=Excellent 2=As Expected 3=Needs improvement	Last Name	Clarity of Speech	Clarity of Thought	Clarity of Slides	Speaker's Ability to Engage Audience	Other Comments/Recommend Speaker?
CE Course Organization Rating 1-2: 1=As expected 2=Needs improvement Comment as needed	Cohesion of Presentations/ Content not repetitive					
	Sequence of Content					
	Balance/Diversity of Perspectives					
	Depth of Material					
Did the course attendees use the power strips set up in the back of the room?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments:				
Should all or part of the CE Course be considered for publication in IJT?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments:				
Course recommended for future meetings?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments/Recommended Changes:				