**Deadline: Please submit the completed form 45 days after the conclusion of the activity.**

*Contact ACAAI Staff for assistance with this form.*

**Section 1 of 4: Activity Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity Information** | | | |
|  | | | |
| **Title** |  | | |
| **Date(s) of Meeting** |  | **Location** |  |
| **Joint Provider Name** |  | | |

**Section 2 of 4: Attendance**

|  |  |
| --- | --- |
| **Number of MD/DO Attendees** |  |
| **Number of Non-MD/DO Attendees**  *(Exhibit Personnel should not be included)* |  |
| **Final Count of Speakers** |  |

**Section 3 of 4: Global Evaluation Summary**

ACAAI will provide the detailed global evaluation summary results.

|  |  |
| --- | --- |
| **Number of Responses** |  |

**Based on the evaluation results provided…**

|  |  |
| --- | --- |
|  | **# of Respondents** |
| **Commercial bias was not observed** |  |
| **Commercial bias was observed** |  |
| **Percentage of Attendees that did not observe commercial bias**  ***(to update field, click on “!ZeroDivide” and press F9).*** | !Zero Divide**%** |

|  |
| --- |
| **If the percentage above is below 95%, please provide 2 recommendations of how to reduce perceived commercial bias in the future.** |
|  |

|  |  |
| --- | --- |
| **List the 3 most common responses for intended changes to practice.** | |
| **1.** |  |
| **2.** |  |
| **3.** |  |

|  |  |
| --- | --- |
| **List the 3 most common responses for other professional gaps that should be addressed.** | |
| **1.** |  |
| **2.** |  |
| **3.** |  |

|  |  |
| --- | --- |
| **List the 3 most common responses for recommended improvements for this educational activity.** | |
| **1.** |  |
| **2.** |  |
| **3.** |  |

|  |  |
| --- | --- |
| **List the 3 most common responses for any speaker that stood out as exceptional.** | |
| **1.** |  |
| **2.** |  |
| **3.** |  |

|  |  |
| --- | --- |
| **List the 3 most common responses for any speaker that may need some improvement.** | |
| **1.** |  |
| **2.** |  |
| **3.** |  |

|  |  |
| --- | --- |
| **List the 3 most common responses for Additional Comments.** | |
| **1.** |  |
| **2.** |  |
| **3.** |  |

|  |  |
| --- | --- |
| **Based on the Evaluation Summary Provided by ACAAI, what are 3 recommendations you would give to future planning committees of this activity.** | |
| **1.** |  |
| **2.** |  |
| **3.** |  |

**Section 4 of 4: Financial Summary**

|  |
| --- |
| **Final Budget — *Criterion 8*** |
|  |
| **A Final Budget is required.** A budget template is provided that shows the minimum required data. If using another template, please ensure that the projected income and expenses are listed in detail. **Reconciliation of Educational Grants is located on the Final Budget template.** |