



VIRGINIA FREEDOM OF INFORMATION ADVISORY COUNCIL  
COMMONWEALTH OF VIRGINIA

**ELECTRONIC MEETINGS  
PUBLIC COMMENT FORM**

**WE NEED YOUR HELP--Please give us your feedback regarding how meetings using electronic communications technology compare to traditional meetings where everyone is present in the same room at the same time.**

**1. Name of the public body holding the meeting:** \_\_\_\_\_

**2. Date of the meeting:** \_\_\_\_\_

**3. What are your overall thoughts or comments about this meeting?** \_\_\_\_\_

\_\_\_\_\_

**4. Where did you attend this meeting -- main meeting location OR from a remote location? (circle one)**

**5. Technology used for the meeting (audio only or audio/visual, devices and/or software used--please be as specific as possible--for example, speakerphone, iPad, Skype, WebEx, Telepresence, etc.):**

\_\_\_\_\_

**6. Were you able to hear everyone who spoke at the meeting (members of the body and members of the public)?**

|      |   |   |   |           |
|------|---|---|---|-----------|
| Poor |   |   |   | Excellent |
| 1    | 2 | 3 | 4 | 5         |

COMMENT \_\_\_\_\_

**7. How easy was it for you to obtain agenda materials for this meeting?**

|      |   |   |   |           |
|------|---|---|---|-----------|
| Easy |   |   |   | Difficult |
| 1    | 2 | 3 | 4 | 5         |

COMMENT \_\_\_\_\_

**8. Could you hear/understand what the speakers said or did static, interruption, or any other technological problems interfere?**

|      |   |   |   |           |
|------|---|---|---|-----------|
| Easy |   |   |   | Difficult |
| 1    | 2 | 3 | 4 | 5         |

COMMENT \_\_\_\_\_

**9. If the meeting used audio/visual technology, were you able to see all of the people who spoke?**

|        |   |   |   |         |
|--------|---|---|---|---------|
| Poorly |   |   |   | Clearly |
| 1      | 2 | 3 | 4 | 5       |

COMMENT \_\_\_\_\_

**10. If there were any presentations (PowerPoint, etc.), were you able to hear and see them?**

Poorly  
1      2      3      4      5  
Clearly

COMMENT \_\_\_\_\_

**11. Were the members as attentive and did they participate as much as you would have expected?**

Less  
1      2      3      4      5  
More

COMMENT \_\_\_\_\_

**12. Were there differences you noticed in how the members interacted?**

**With the other members present:**

Very Different  
1      2      3      4      5  
No Difference

**With members participating from other locations:**

Very Different  
1      2      3      4      5  
No Difference

**With the public:**

Very Different  
1      2      3      4      5  
No Difference

COMMENT \_\_\_\_\_

**13. Did you feel the technology was a help or a hindrance?**

Hindered  
1      2      3      4      5  
Helped

COMMENT \_\_\_\_\_

**14. How would you rate the overall quality of this meeting?**

Poor  
1      2      3      4      5  
Excellent

COMMENT \_\_\_\_\_

**THANK YOU. Please send your completed form by mail, facsimile or electronic mail to the FOIA Council using the following contact information:**

Virginia Freedom of Information Advisory Council  
General Assembly Building, Second Floor  
201 North 9th Street, Richmond, Virginia 23219  
[foiacouncil@dls.virginia.gov](mailto:foiacouncil@dls.virginia.gov)/Fax: 804-371-8705/Tele: 866-448-4100