

# Speakers Bureau Debriefing and Panel Evaluation Form

(to be filled out together by the panelists)

Date/Location \_\_\_\_\_ Duration \_\_\_\_\_  
Panel Members \_\_\_\_\_  
Requester \_\_\_\_\_  
Course/Group \_\_\_\_\_ # in audience \_\_\_\_\_

**\*PLEASE fill out the back of this form as completely as possible and *bring it and the other evaluation forms back to the Stonewall Center.***

## Debriefing

The lead speaker should assume responsibility for gathering the panel members together for about 15 minutes after the Q & A to debrief and jointly fill out the self-evaluation form. Try to find a quiet, semi-private space to do this. Suggested guidelines for debriefing:

- ∇ Each person should talk without interruption for 2-3 minutes about how the session went (use the questions below for guidance, if you want). If someone is speaking too long, the other panel members can point this out.
- ∇ It is OK if you do not have much to say.
- ∇ What is said in the debriefing, or written on the panel evaluation form, should not be shared with anyone else, beyond the SB coordinator.

## Debriefing Questions

Some possible questions to discuss:

- As you think over the session, what stands out to you?
- What went well?
- What was difficult?
- Was there anything that was said by an audience member or panelist that surprised or bothered you?
- Do you wish now that you would have said something differently or said more in response to an audience question or comment?
- What, if anything, would have made the session better?
- Would you want to present to this class or group again?

## **Panel Evaluation**

- 1) Did the panel begin and end on time?
  
- 2) Did the panelists work well as a group? (Did everyone have approximately equal speaking time? Did you tell a range of stories? Was there anything said by a panelist that was hard for another panelist to hear?)
  
- 3) Were there any disagreements among the panelists? If so, how were the differences resolved?
  
- 4) What were the dominant issues/concerns raised by audience members?
  
- 5) Were there any questions or situations that arose that panelists had a difficult time addressing?
  
- 6) Was the requester respectful and prepared?
  
- 7) Was the audience supportive? How actively did they participate in the Q & A?
  
- 8) Was there anything that could have been done differently which might have improved the session?
  
- 9) Is there anything else you would like to bring to the attention of the SB coordinator?