

Developing and Analyzing Online Surveys



Photo: Carol Highsmith

Online surveys are excellent customer service and program development tools. This half-day session identifies how to develop online surveys and analyze their results. Learn how to create survey instruments with different designs, incorporate a variety of survey questions styles (yes/no, multiple choice, open-ended, ranking, fill-in-the-blank), target and distribute surveys to specific audiences, manage multiple surveys, analyze results, and more. This hands-on workshop covers

- User-friendly design
- Graphic design options
- Importance of introductory pages
- Question formats
- Survey testing
- Audience and distribution
- Survey administration and management
- Response tracking and analysis

<p>Date Wednesday, May 31, 2006</p> <p>Time 1:00 p.m. - 4:00 p.m. (Registration begins at 12:30 p.m.)</p> <p>Place Room LA-151, Adams Building, The Library of Congress, 101 Independence Ave. S.E., Washington, D.C. (The Adams Building is located on Second Street between Independence Avenue and E. Capital Street.)</p> <p>Metro Capitol South (Orange and Blue Lines)</p> <p>Sponsor FLICC Education Working Group</p>	<p>Information Call FLICC at (202) 707-4800; TTY (202) 707-4995</p> <p>Registration \$85 (charge to FEDLINK Training Account/FT) \$95 (for all other transactions) There is a limit of 12 participants.</p> <p>To register online, visit the FLICC Educational Programs Web site at http://www.loc.gov/flicc/feveform.htm.</p> <p>Request ADA Accommodations five business days in advance at (202) 707-6362 TTY or ada@loc.gov.</p> <p>Cancellations Cancellations must be called into the FLICC office (202-707-4813) 48 hours prior to the start of an educational program or the full fee will be charged.</p>
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4/21/06

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Register online at <http://www.loc.gov/flicc/feveform.html>.

Name _____ Title _____

Organization _____

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City, State, Zip _____

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Payment Method:

Bill the \$85 registration fee to my agency's FEDLINK Education/Training (FT) account. To establish an FT account or add funds to an existing account, contact the FEDLINK Fiscal Hotline at 202-707-4900.

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Attached is a standard government training form (e.g. SF182 or DD1556) or other billable document for the registration fee of \$95. The Library of Congress will bill my agency based on this document. Originals of these forms must be submitted onsite at registration.

Charge the \$95 registration fee to my agency's government credit card. (Do not include the account number; FEDLINK will contact the credit card holder listed below.)

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Registrations are not complete until your FT account balance has been verified or other appropriate documentation is received.