

Pointers for Distributing Surveys at the ACNM Annual Meeting

- **Please note:** the ACNM staff and student pages are **NOT** responsible for getting your survey out or collecting it. You should plan to have a few friends to help you put your surveys on the chairs at your assigned (not every) session.
- Type up a brief announcement and give it to the person on the podium before the session begins. The announcement should say that there is an ACNM approved survey for distribution and attendees are urged to complete it and return it to the researcher.
- You should have something on the survey that tells people what to do with it when they are finished responding to the survey.
- You can stand at the exit doors and collect the surveys as people leave if you so desire. However for a large meeting like the business session, there will be a big crush of people exiting. In addition, not everyone will complete the survey in the session. You need to have a place for people to drop the survey off both after the meeting and later.
 - We suggest having a few **CLEARLY** labeled boxes that can be placed in the general registration area and at the exits to the room, and instruct respondents to place the completed surveys in one of these boxes.
 - Make sure the box clearly says it is for **YOUR** survey (there is often more than one researcher distributing surveys at meetings.) We suggest "Return [your name]'s surveys on [general topic] here. Thank you." and make the type **BIG and BOLD!!**
- Check on the placement of your survey boxes regularly, to make sure they are not moved and are still visible.
- If surveys for a different researcher are accidentally placed in your box, let us know and we can tell you where to send them.
- Even though staff and pages are not responsible for your survey, they **WILL** be asked, so it helps you if our staff members know exactly where to send people with their completed surveys. **Be sure to provide clear and visible information on your survey and on your boxes.**

We hope these suggestions are helpful and we wish you good luck with your project.