

## Event evaluation form

Event: xxxxx Venue: xxxxx Date: xxxxx Partner responsible: xxxxx Contact E-mail: xxxxx

Dear Participant,

Thank you for attending this event. In our effort to improve an organization and the impact of these events we invite you to complete the following questionnaire. In most of the questions you will be asked to rate your satisfaction on a scale by ticking the appropriate answer. In all the questions you will be asked to describe your personal opinion in a few words and to give suggestions for the improvement of the following events.

We thank you in advance for your valuable contribution!

### 1. Quality of the organisation

Please evaluate the overall quality regarding the organisation of the meeting (information provided, timeliness of the organisation, location).

very low    1    2    3    4    5    very high  
           

Comments:

### 2. Quality of the presentations

Please evaluate the overall quality of the presentations. (Please indicate which presentations were particularly good and/or helpful, which were not. Were topics missing?)

very low    1    2    3    4    5    very high  
           

Comments:

### 3. Objectives

To what extent did the organisers and the presenters meet the objectives of the meeting?

very low    1    2    3    4    5    very high  
           

Comments:

### 4. Tasks and activities

Are the upcoming tasks and activities clear to you after the meeting?

very unclear    1    2    3    4    5    very clear  
           

Comments:

### 5. Overall satisfaction

How satisfied are you with the meeting in general?

very unsatisfied    1    2    3    4    5    very satisfied  
           

Comments:

### Any further comments