|  |  |
| --- | --- |
| **Work Package** |  |
| **Meeting/Event** |  |
| **Date** |  |

Answer each question with an evaluation from 1-5, where 1 is Poor and 5 is Very Good.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| **What is your opinion of the general organization and facilities of the meeting/event?** |  |  |  |  |  |
| **To which extent did the meeting/event live up to your expectations?** |  |  |  |  |  |
| **What is your opinion of the presenters/facilitators?** |  |  |  |  |  |
| **What is your opinion of the material that was distributed before or during the meeting/event?** |  |  |  |  |  |
| **How do you evaluate the agenda of the meeting/event?** |  |  |  |  |  |
| **How do you evaluate the technical resources used?** |  |  |  |  |  |
| **How effective do you think was the methodologies used?** |  |  |  |  |  |
| **How useful was the meeting/event?** |  |  |  |  |  |
| **How valuable was the event for your professional growth? (only applicable for events)** |  |  |  |  |  |
| **How satisfied are you from the level of participation to the event proceedings? (only applicable for events)** |  |  |  |  |  |
| **Do you feel that the targets of the meeting/event have been fulfilled?** |  |  |  |  |  |