**EVENT EVALUATION PROCESS**

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|  | ACTIVITY | RESPONSIBLE |
| Preparation  (before the event) | Print the Event Evaluation forms – QF\_EVE, to the participants at their registration  Hand in the form to the participants at their registration | Event's organizer team |
| Data Collection  (at the end of the event) | Kindly ask the participants to fill in the forms | Event's organizer team |
| Collect the completed forms from the participants |
| Scan and send the collected forms by email to Andrei Dumitrescu -UPB ([dumitrescu.andrei@yahoo.co.uk](mailto:dumitrescu.andrei@yahoo.co.uk)) |
| Data Analysis | Centralize the results | Andrei Dumitrescu -UPB |
| Develop a short report with the results. | Andrei Dumitrescu -UPB |
| Submit the report to WP5 Leader, QCMB, PEC, with cc to the event organizer – to be analysed and provide feedback, if needed. | Andrei Dumitrescu -UPB |
| Implement the suggestions (if any) and send the final report to PC. | Andrei Dumitrescu -UPB |
| Upload the report on the website. | Pisut Koomsap – AIT |