Dear Participant,

Thank you for attending this event/ workshop/ infoday etc. In our effort to improve the 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 some of the questions you will be asked to describe your opinion in a few words and to give suggestions for future improvements of the content and overall organization of the event/ workshop/ infoday etc.

We appreciate your valuable contribution and we thank you in advance!

**General information**

1. Sex (Please tick the appropriate option):  Female  Male
2. Your Age \_\_\_\_\_\_\_\_\_
3. Country \_\_\_\_\_\_\_\_\_\_
4. What is your present professional position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OVERALL FEEDBACK**

**a) Overall, how satisfied were you with:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Most satisfied | Satisfied | Moderately satisfied | Rather dissatisfied | Not at all satisfied |
| The event administration | 5 | 4 | 3 | 2 | 1 |
| The structure of the programme | 5 | 4 | 3 | 2 | 1 |
| The venue and facilities | 5 | 4 | 3 | 2 | 1 |
| The presentations | 5 | 4 | 3 | 2 | 1 |
| The discussions | 5 | 4 | 3 | 2 | 1 |

**b) Please indicate your agreement with the following statements by ticking the appropriate number:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Most satisfied | Satisfied | Moderately satisfied | Rather dissatisfied | Not at all satisfied |
| The information I got will be of immediate use to me. | 5 | 4 | 3 | 2 | 1 |
| This event covered to a very high extent the topics I have expected. | 5 | 4 | 3 | 2 | 1 |
| I enjoyed the cooperation and interaction with the other participants. | 5 | 4 | 3 | 2 | 1 |

**STRENGTHS AND LIMITATIONS OF THE EVENT**

a) Have you participated in similar events before?  Yes No

b) Please illustrate any strengths of the event and contributions or activities you enjoyed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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c) Please indicate how you think the event could have been improved:

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d) Any further comments? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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WE THANK YOU FOR YOUR COOPERATION