

**EVENT REPORT FORM**

|  |  |
| --- | --- |
| Type of event |  |
| Venue |  |
| Date |  |
| Organizer |  |
| Reporting date |  |
| Report author(s) |  |

**EVENT DESCRIPTION**

**with special reference to goals and outcomes**

|  |  |
| --- | --- |
| Number of participants at the event |  |
| Participants (organisations) |  |
| Event description: | |
|  | |

**Attachments**

|  |  |
| --- | --- |
| **Agenda (pdf)** | Title |
| **Attendance list (pdf)** | Title |
| **Photos (jpg)** | Title(s) |
| **Presentations (pdf)** | Title(s) |
| **Other personal remarks** | |
|  | |

**Organisation details**

|  |  |
| --- | --- |
| **Date of event material release** |  |
| **Date of participants list's finalisation** |  |
| **Date of agenda finalisation** |  |
| **Number of participants (according to the attendance list)** |  |
| **Comments** | |
|  | |

**Problems encountered during the event preparation phase**

|  |
| --- |
| Please add your comments, if any: |

**Strengths and limitations of the event** (please include comments received)

|  |  |
| --- | --- |
| **Strengths of the event and contributions or activities by participants** |  |
| **Suggestions for the improvement** |  |
| **Any further comments** |  |

**Evaluation details**

**Results of evaluation of the general organisation of the event**

|  |
| --- |
| **Description** |
|  |
| **Table/Figure** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | The general organisation of the event | | | | | | | Grading | Very poor | Poor | Good | Very Good | Excellent | | Logistic preparation and organization of event |  |  |  |  |  | | Content of the agenda |  |  |  |  |  | | Arrangements of the event (venue, equipment, etc.) |  |  |  |  |  |   Add Figure |

**Results of evaluation of general working communication**

|  |
| --- |
| **Description** |
|  |
| **Table/Figure** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | General working communication | | | | | | | Grading | Very poor | Poor | Good | Very Good | Excellent | | Communication before the event |  |  |  |  |  | | Duration and timetable of the event |  |  |  |  |  | | Quality of materials provided during the event |  |  |  |  |  | | Quality of presentations |  |  |  |  |  | | Communication between the organizer and the other partners |  |  |  |  |  | | Engagement of the participants in the activities and discussions |  |  |  |  |  |   Add Figure |

**Results of evaluation of overall success of the event**

|  |
| --- |
| **Description** |
|  |
| **Table/Figure** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Overall success of the event | | | | | | | Grading | Poor | Very poor | Good | Very Good | Excellent | | Mode of reaching the decisions at the event |  |  |  |  |  | | Opportunities to express your opinion and influence decisions |  |  |  |  |  | | Objectives in the agenda regarding the SWARM project are reached |  |  |  |  |  | | Discussion of tasks for the upcoming activities and events |  |  |  |  |  | | Assignment of follow-up tasks |  |  |  |  |  |   Add Figure |

Please indicate your suggestions for further event’s improvement:

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