

## EVENT EVALUATION LIST

Type of event	Project Management Committee meeting
Venue	University of Natural Resources and Life Sciences, Vienna (BOKU)
Date	09 May 2019

### General organisation of the event

	Grading	Very poor	Poor	Good	Very Good	Excellent
Logistic preparation and organization of event		1	2	3	4	5
Content of the agenda		1	2	3	4	5
Arrangements of the event (venue, equipment, etc.)		1	2	3	4	5

Comment:

### General working communication

	Grading	Very Poor	Poor	Good	Very Good	Excellent
Communication before the event		1	2	3	4	5
Duration and timetable of the event		1	2	3	4	5
Quality of materials provided during the event		1	2	3	4	5
Quality of presentations		1	2	3	4	5
Communication between the organizer and the other partners		1	2	3	4	5
Engagement of the participants in the activities and discussions		1	2	3	4	5

Comment:

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**Overall success of the event**

Grading	Very Poor	Poor	Good	Very Good	Excellent
Mode of reaching the decisions at the event	1	2	3	4	5
Opportunities to express your opinion and influence decisions	1	2	3	4	5
Objectives in the agenda regarding the SWARM project are reached	1	2	3	4	5
Discussion of tasks for the upcoming activities and events	1	2	3	4	5
Assignment of follow-up tasks	1	2	3	4	5

Comment:

Thank you for taking the time to complete this questionnaire. Your comments are important to us and provide us with valuable feedback on the quality of the event, which will be taken into account when organising future events.

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