

### Example questions for evaluation form

**IMPORTANT:** Please use this template only as an example to develop a suitable feedback form specific to your event and do not copy-paste all questions without adaptations. Not all of the below examples are equally suitable for all types of events (practical trainings, workshops, symposia, congresses). We kindly ask you to consider what is useful in the context of your event and adjust the selection and wording of questions to your needs and topics.

1. What is your position within the organization/at your workplace?
2. How did you hear of this event?

#### **Scientific content**

3. Overall, how helpful did you find the scientific content of the event?
  - a. Unhelpful
  - b. Somewhat helpful
  - c. Very helpful
  - d. Extremely helpful
4. Were your learning objectives met by the scientific content of the sessions/course/workshop?
  - a. Unmet
  - b. Slightly met
  - c. Somewhat met
  - d. Very well met
  - e. Extremely well met
5. On a scale of 1-5 (where 5 is best) how did you rate the following?

Item	1	2	3	4	5
Lecture 1 Workshop 1					
Lecture 2 Workshop 2					
....					

6. Course content of **day 1/ lecture xx /workshop xx** was applicable to my daily practice
- a. Strongly Disagree
  - b. Disagree
  - c. Neutral
  - d. Agree
  - e. Agree Strongly

Comment:

7. *Before* attending the **training/congress....**, I would rate my knowledge of **xxx** as
- a. Beginner
  - b. Intermediate
  - c. Advanced
  - d. Expert

Comment:

8. *After* attending the **training/congress....**, I would rate my knowledge of **xxx** as
- a. Beginner
  - b. Intermediate
  - c. Advanced
  - d. Expert

Comment:

9. There was enough time for questions and discussion
- a. Strongly Disagree
  - b. Disagree
  - c. Neutral
  - d. Agree
  - e. Agree Strongly

Comment:

### **Organization and logistics**

10. How would you rate the overall **course/congress** organization ? (1 = lowest, 5 = highest)

1      2      3      4      5

Comment:

11. How would you rate the materials used? (1 = lowest, 5 = highest)

1      2      3      4      5

Comment:

12. How would you rate the venue (space provided, accessibility...)? (1 = lowest, 5 = highest)

1      2      3      4      5

Comment:

13. How would you rate the time management? (1 = lowest, 5 = highest)

1      2      3      4      5

Comment:

### **Suggestions**

14. Which topics/speakers would you suggest for future editions of this course/workshop/lecture series...?

15. Please write any other comments you might have or thoughts you'd like to share with the organizers.