



EVENT REPORT TEMPLATE (Annex H to Quality Control and Monitoring Manual)

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Author:	Dorđe Čelić
Event Title:	Trainings (Business model development, Business model validation; Finance for Startups; Elevator Pitch)
Event Date:	28.04.2017; 05.05.2017; 11.05.2017; 12.05.2017; 19.05.2017.
Event Venue:	UNS-FTN and BINS
Type of event: (National, international, press conference, promotional event etc.)	Training for participants in Students competition for best idea.
Short description:	
Training was provided for teams that participate in Competition for best students' business idea on the University of Novi Sad. Training was organised by Business incubator Novi Sad.	
Organiser(s):	BINS
Agenda:	https://www.dropbox.com/s/wn39zfod0zhcchi/Agendas%20for%20IF4TM%20trainings.docx?dl=0
Total number of participants:	213
Links to further information:	e.g. at IF4TM website
Other personal remarks:	
Training groups was divided in 50 participants in 4 trainings. For future trainings it will be more suitable if it is possible to have from 20 to 25 participants for training.	

EVENT ORGANISATION DETAILS



Invitation was sent off to participants on:	7 days before event/training
Information Material was sent off to participants on:	2 days before the event/training
Date of Initial Participant List Compilation:	2 days before the training
Date of Final Participant List Compilation:	2 days before the training
Total Number of Participants Invited	290
Date of Agenda Finalisation:	14 days before the training

Problems encountered during the event preparation phase

(To be filled by organisers)

Organisers: Please complete (if you have not met with any problems in that phase, please fill in "N/A". Please also include any feedback by the participants **before** the workshop)

- 1)
- 2)

EVENT ROLLOUT

Some general information (to be filled by organisers)

Final Event Agenda + Participant list

<https://www.dropbox.com/s/z3ugzqs0mzmv4jt/Spiskovi%20ucesnika%20na%20treninzima%20IF4TM%20BINS%202017.pdf?dl=0>

Please attach the final event agenda and the list of participants

Event Implementation – Commentary by Organising Partners

Pics from trainings:

<https://www.dropbox.com/sh/iukjf7t3qtq6ig3/AADVLTykEsElk8BqUwbceHJa?dl=0>



WP-leader
<i>Please add your comments, if any</i>
Task leader
<i>Please add your comments, if any</i>

EVENT EVALUATION BY PARTICIPANTS

Summary of the Participant Feedback Form

Results to be filled by organisers based on the questionnaire results. Please note: insert only the overall percentage of all feedback forms received (e.g. participants total number=30; 15 of them were most satisfied and 15 of them satisfied – please include 50% in the column most satisfied and 50% in the column satisfied.)

	Most satisfied	Satisfied	Moderately satisfied	Rather dissatisfied	Not at all satisfied
The event administration	48%	52%	0	0	0
The structure of the programme	75%	25%			
The venue and facilities	66%	29%	5%		
The presentations	98%	2%			
The discussions	98%	2%			
The event dinner and subsistence	0	0	0	0	0

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
The information I got will be of immediate use to me.	69%	31%			
This event covered to a very high extent the topics I have expected.	81%	19%			



I enjoyed the cooperation and interaction with the other participants.	85%	15%			
My expectations about this event were met or exceeded.	55%	45%			
The materials distributed are useful and informative.	84%	16%			
The discussions were relevant for the participants.	58%	42%			
The methods of working were suitable for the topics and for the participants.	79%	21%			
The overall organisation was professional.	78%	22%			
The time management was always to my fullest satisfaction.	94%	6%			
The style and level of communication between organisers and participants was professional.	79%	21%			
I would recommend this kind of event to my colleagues.	80%	20%			

Prior Experience of Similar Events – Overall %	18%
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Strengths and limitations of the event: please include comments received

Strengths of the event and contributions or activities enjoyed by participants:	<ul style="list-style-type: none"> • xx • xx
Suggestions for the improvement:	<ul style="list-style-type: none"> • xx • xx
Any further comments	<ul style="list-style-type: none"> • xx • xx

Additional comments

to be filled by local partner



Lessons learned

(Please fill in using bulleted text, e.g.

- *A*
- *B*
- *C etc.)*

Additional comments

May be filled by any of the organising partners

Please add in any other comments concerning the preparation and organisation of this event: