



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

This template has to be filled by project partners (organisers) for all IF4TM events (except SC meetings). Furthermore, this template can be used to inform colleagues and partners about other events attended (promoting IF4TM). In the second case please just fill in the first page and delete the chapters thereafter.

Author:	Vesna Raskovic Depalov
Event Title:	Business model development
Event Date:	25.04.2017.
Event Venue:	BINS, Novi Sad, Vojvodjanskih brigade 28.
Type of event: (National, international, press conference, promotional event etc.)	Training
Short description:	
<p>The students had been introduced with the business model concept. At the beginning, they introduced to each other business idea. After that, they went through 7 elements of business model, starting with target customers up to key resources. During presentation of each element of the business model, the students were informed about the content and domestic examples, and after that they implemented in own business idea.</p>	
Organiser(s):	UNS
Agenda:	http://www.if4tm.kg.ac.rs/news/first-training-for-participants-in-competition-for-best-student-idea-university-of-novi-sad.html
Total number of participants:	30
Links to further information:	http://www.if4tm.kg.ac.rs/news/first-training-for-participants-in-competition-for-best-student-idea-university-of-novi-sad.html
Other personal remarks:	

EVENT ORGANISATION DETAILS

Invitation was sent off to participants on:	15.04.2017
Information Material was sent off to participants on:	15.04.2017
Date of Initial Participant List Compilation:	15.04.2017
Date of Final Participant List Compilation:	15.04.2017
Total Number of Participants Invited	55
Date of Agenda Finalisation:	20.04.2017



Problems encountered during the event preparation phase

N/A

EVENT ROLLOUT

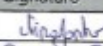
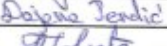
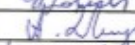
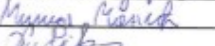


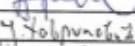
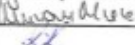
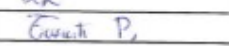

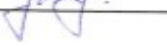

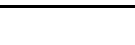


Final Event Agenda + Participant list

Agenda BUSINESS MODEL DEVELOPMENT 25.04.2017.

10.00 – 11.00	Ni jedan biznis plan ne preživi kontakt sa KUPCEM! Preživi samo POSLOVNI MODEL
11.00 – 11.15	Pauza za kafu
11.15 – 12.00	Razmišljajte o alternativnim mogućnostima
12.00 – 12.15	Pauza za kafu
12.15 – 13.00	Vaša poslovna ideja je samo skup hipoteza
13.00 – 13.15	Pauza za kafu
13.15 – 14.00	Nemojte da gradite kompaniju dok ne potvrdite poslovni model

Participant list:

Event:	TRAINING: BUSINESS MODEL
Venue:	BINS, Vojvodijskih brigada 28, Novi Sad
Date:	25.04.2017.
Organisers:	UNS

	Name	Organisation	e-mail	Phone number	Signature
1	Nina Farka	Ekonomski fakultet	nina.farka@gmail.com	061/67 03 19	
2	DAJANA PERDICIĆ	Ekonomski fakultet	dajana.perdicic@gmail.com	069/2455-31	
3	TARA JAVIĆ	FTN	tara.javic1@gmail.com	062/897-1494	
4	Aleksandar Damić	FTN	davidovicser3@gmail.com	060 024 4453	
5	Mirjana Pijet	FTN	mirjapijet@gmail.com	061/656265	
6	BOJANA AYANIL	FTN	bojanayanic@gmail.com	062/240-2558	
7	Nikolina Sesilja	Procedural fakultet	nikolesilja@gmail.com	061/656265	
8	YASMINA TOTO	FTN	YASMINA.TOTO@gmail.com	065/2199092	
9	Miloš Agerić	FTN	majeric@asmail.com	065/570-166	
10	Gošpundžić Jofana	FTN	gosfundzicjofana@gmail.com	061/6-2345-18	
11	Mirjana Murić	FTN	MILICMIRJANA20@gmail.com	061/656265	
12	Kusica Dajana	FTN	kusicdajana@gmail.com	062/170 64-50	
13	DRAGI RADULIĆ	FTN	dragicradulic@gmail.com	066/462940	
14	Zeljko Popović	FTN	zeljko.popovic@gmail.com	061/58 09092	
15	Jelena Janković	FTN	jejenaj33@gmail.com	064/6542-343	



16	Sanjiv Kumar	sanjiv94@gmail.com	FTH	0651668619	24 President
17	Sanjiv Kumar	FTH	0641472115	0641472115	24 President
18	Uroš Minjaverić	FTH	igorm994@gmail.com	06517635-236	24 President
19	Grigorij Minjaverić	FTH	igorm994@gmail.com	06517635-236	24 President
20	Mario Bakić Perković	FTN	bozosihsic@gmail.com	06517635-236	24 President
21	Rosandić Una	FTN	2flmax0@gmail.com	0600724033	24 President
22	Tijana Zrnić	FTH	rosandic.una@gmail.com	0600724033	24 President
23	Uroš Minjaverić	FTH	tijana.zrnica@yahoo.com	0641429-6758	24 President
24	Sanjiv Kumar	FTH	unajazicunajazic@hotmail.com	06017197920	24 President
25	Miroslav Babić	FTH	sanjiv.kumar94@gmail.com	0651668619	24 President
26	Radovan Križanović	FTH	miroslavbsic@hotmail.com	0651668619	24 President
27	Marko Vasiljević	FTH	konstancabzicnau@gmail.com	021923770	24 President
28	Miroslav Babić	FTH	bligorant@gmail.com	06461-87-215	24 President
29	Miroslav Babić	FTH	markovasiljevicboski@gmail.com	06619490810	24 President
30	Miroslav Babić	FTH	mirospraznec42@gmail.com	061731-66-34	24 President
31	Miroslav Babić	FTH	gerpette04@gmail.com	0641472115	24 President
32					
33					
34					
35					

Photos:







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					
The structure of the programme					
The venue and facilities					
The presentations					
The discussions					
The event dinner and subsistence					

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
The information I got will be of immediate use to me.					
This event covered to a very high extent the topics I have expected.					
I enjoyed the cooperation and interaction with the other participants.					
My expectations about this event were met or exceeded.					
The materials distributed are useful and informative.					
The discussions were relevant for the participants.					
The methods of working were suitable for the topics and for the participants.					
The overall organisation was professional.					
The time management was always to my fullest satisfaction.					
The style and level of communication between organisers and participants was professional.					
I would recommend this kind of event to my colleagues.					

Prior Experience of Similar Events – Overall %	Please fill in the overall percentage of participants with prior experience of similar events
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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

to be filled by local partner

Please add the following additional information here

- Charts of the statistical figures from the tables above (pie or bar charts);
- Any further comments concerning the feedback you received by the workshop participants

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:



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Author:	Vesna Raskovic Depalov
Event Title:	Business model validation
Event Date:	04.05.2017.
Event Venue:	University of Novi Sad, dr Zorana Djindjica 1, Multimedia room 1 st floor.
Type of event: (National, international, press conference, promotional event etc.)	Training
Short description:	
<p>The students were informed with basic concept of product, sales and market orientation through examples. Also, they got information how to define market size, market potential, etc. They saw what the steps in market understanding are and how to interview potential customers. During that process, the students had the chance to practice its capabilities in market research. The training ended with value proposition definition and the students practice also that on own business idea.</p>	
Organiser(s):	UNS
Agenda:	http://www.if4tm.kg.ac.rs/news/second-training-for-participants-in-competition-for-best-student-idea-university-of-novi-sad.html
Total number of participants:	25
Links to further information:	http://www.if4tm.kg.ac.rs/news/second-training-for-participants-in-competition-for-best-student-idea-university-of-novi-sad.html
Other personal remarks:	
ppt	

EVENT ORGANISATION DETAILS

Invitation was sent off to participants on:	20.04.2017
Information Material was sent off to participants on:	20.04.2017
Date of Initial Participant List Compilation:	20.04.2017
Date of Final Participant List Compilation:	20.04.2017
Total Number of Participants Invited	40
Date of Agenda Finalisation:	28.04.2017.



Problems encountered during the event preparation phase

N/A

EVENT ROLLOUT








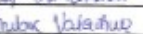




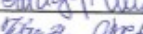
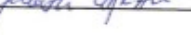

Final Event Agenda + Participant list

Agenda BUSINESS MODEL VALIDATION 04.05.2017.

10.00 – 11.00	Proizvodna vs tržišna orijentacija Ključni tržišni termini
11.00 – 11.15	Pauza za kafu
11.15 – 12.00	Etape u razvoju start up
12.00 – 12.15	Pauza za kafu
12.15 – 13.00	Odakle da počnete
13.00 – 13.15	Pauza za kafu
13.15 – 14.00	Opis vrednosti za kupce

Participant list:

Event:	TRAINING "BUSINESS MODEL VALIDATION"
Venue:	UNS, Novi Sad
Date:	04.05.2017.
Organisers:	UNS

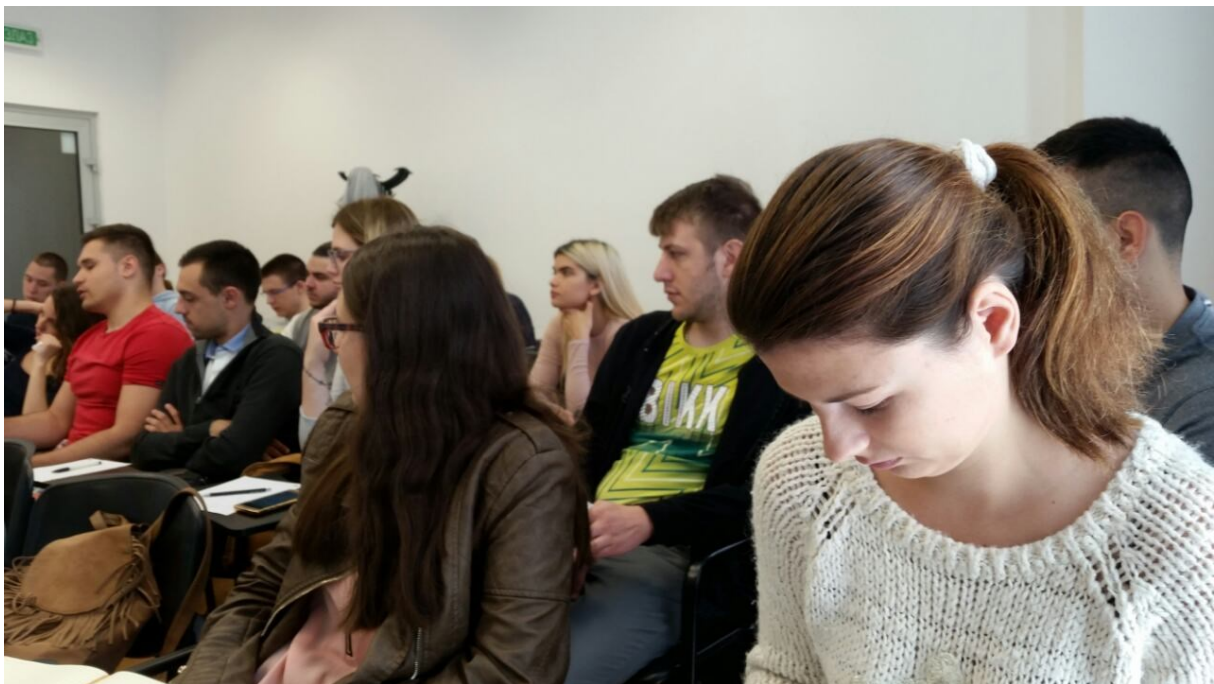
	Name	Organisation	e-mail	Phone number	Signature
1	Nina Fandi	ERASMUS+ PARTNER	nina_fandi@yahoo.com	061/167 63149	
2	Dajana Perdic	ERASMUS+ PARTNER	dajana.pedic134@gmail.com	069/51-455-51	
3	Nemana Giserić	FTN	GLIBERINT@gmail.com	061/61-11-311	
4	Sanja NESIN	FTN	sanja.nesin@gmail.com	066-45 42-32	
5	Mirabela MARIĆ	PTH	miricasharmel@gmail.com	0616756365	
6	Stefan Tomicic	FTN	stefan.tomicic@gmail.com	065/63 1255	
7	Brankica Hupina	FTN	brankica.hupina@gmail.com	061/136 62 65	
8	Adrian Jankovic	FTN	adrian.jankovic@gmail.com	064/1312744	
9	Vladimir Hecik	FTN	vahedovic99@gmail.com	069/2108094	
10	Dorina Petrović	FTN	dorina.petrovic@me.com	062/3749514	
11	Mico Prigomica	FTN	mico.prigomica@gmail.com	061/131-6631	
12	Mario Vukobratovic	FTN	mario.vukobratovic@gmail.com	065/509-310	
13	Iljiah Jevich	PTH	grahamjankovic@gmail.com	064/421945	
14	Božidar Šinčić	FTN	bozidar.sincic94@gmail.com	065/27-5307	
15	Obrenovic JANA	FTN	obrenovic.jana@gmail.com	067/663-064	



16	ALEKSIANDR STANKOVIĆ	FTN	123456789@gmail.com	066347 8355	Ćurčević
17	SILALO ISTVAN	FTN	i.silalo97@gmail.com	062 1977 840	Stipan Smiljic
18	DAMARA BAJIĆ	FTN	bajicdamara00@gmail.com	064/3713488	Čyř/čyř
19	Miroslava Šestija	Plazfster folbulet	mirasestija@gmail.com	064/4508530	Stipan Smiljic
20	MARUANA IODO	FTN	TOPOMARITANIC@gmail.com	065/2299097	Stipan Smiljic
21	Miloš Aperić	FTN	maperic16@gmail.com	065/570-1548	Stipan Smiljic
22	Miroslav Mahjanović	FTN	mirsljubsi0@hotmail.com	065/578-6807	Stipan Smiljic
23	NIKOLINA BOŽOVIĆ	FTN	bozovicnikolina99@gmail.com	064/572-2619	Huković Božović
24	Aleksandra Čiča	FTN	aleksandra.cica77@gmail.com	061/102-4240	Čiča
25	Zeljka Rjandić	FTN	zpl.ko.pofp111@gmail.com	069/5807092	Stipan Smiljic
26					
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35					

Photos:







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					
The structure of the programme					
The venue and facilities					
The presentations					
The discussions					
The event dinner and subsistence					

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
The information I got will be of immediate use to me.					
This event covered to a very high extent the topics I have expected.					
I enjoyed the cooperation and interaction with the other participants.					
My expectations about this event were met or exceeded.					
The materials distributed are useful and informative.					
The discussions were relevant for the participants.					
The methods of working were suitable for the topics and for the participants.					
The overall organisation was professional.					
The time management was always to my fullest satisfaction.					
The style and level of communication between organisers and participants was professional.					
I would recommend this kind of event to my colleagues.					

Prior Experience of Similar Events – Overall %	Please fill in the overall percentage of participants with prior experience of similar events
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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

Please add the following additional information here

- Charts of the statistical figures from the tables above (pie or bar charts);
- Any further comments concerning the feedback you received by the workshop participants

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:



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:	http://www.if4tm.kg.ac.rs/news/third-training-for-participants-in-competition-for-best-student-idea-university-of-novi-sad.html
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/z3ugzgs0mzmv4jt/Spiskovi%20ucesnika%20na%20treninz%20ima%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
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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:



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

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Author:	Vesna Raskovic Depalov
Event Title:	Pitch
Event Date:	16.05.2017.
Event Venue:	University of Novi Sad, dr Zorana Djindjica 1., Multimedia room 1 st floor.
Type of event: (National, international, press conference, promotional event etc.)	Training
Short description:	
<p>The students were informed about what communication is and how to be aware of its nonverbal communication. After that, we saw what the elements of effective communication are and how to prepare its presentation for the national finale. Each team had chance to practice presentation of own business idea in one minute. Some teams made presentation in power point and had chance to present is and received feedbacks.</p>	
Organiser(s):	UNS
Agenda:	http://www.if4tm.kg.ac.rs/news/fourth-training-for-participants-in-competition-for-best-student-idea-university-of-novi-sad.html
Total number of participants:	28
Links to further information:	http://www.if4tm.kg.ac.rs/news/fourth-training-for-participants-in-competition-for-best-student-idea-university-of-novi-sad.html
Other personal remarks:	
ppt	

EVENT ORGANISATION DETAILS

Invitation was sent off to participants on:	06.05.2017.
Information Material was sent off to participants on:	06.05.2017.
Date of Initial Participant List Compilation:	06.05.2017.
Date of Final Participant List Compilation:	06.05.2017.
Total Number of Participants Invited	45
Date of Agenda Finalisation:	14.05.2017.



Problems encountered during the event preparation phase

N/A

EVENT ROLLOUT


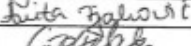
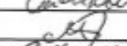

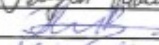
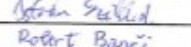
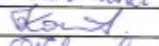
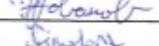
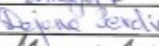
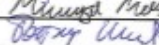




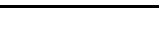
Final Event Agenda + Participant list

Agenda PITCH 16.05.2017.

10.00 – 11.00	Komunikacija
11.00 – 11.15	Pauza za kafu
11.15 – 12.00	Elementi efektne komunikacije
12.00 – 12.15	Pauza za kafu
12.15 – 13.00	Zlatni minut
13.00 – 13.15	Pauza za kafu
13.15 – 14.00	Prezentovanje svojih poslovnih ideja

Participant list:

Event:	TRAINING „PITCH“
Venue:	UNS, ul. Zorana Đinđića 1.
Date:	16.05.2017
Organisers:	UNS

	Name	Organisation	e-mail	Phone number	Signature
1	SANJA ALEKSIC	FTN	Aleksic.sanja@ftn.rs	066-17-17-05	
2	ANITA GABOVIC	FTN	anita.gabic@gmail.com	069/262-03-28	
3	ALEKANDAR STANKIC	FTN			
4	Marek Popovic	FTN	marek.popovic994@gmail.com	064/43-2085	
5	Milica Dinc	FTN	Milica.dinc22@gmail.com	064/512150	
6	Dragan Horvatic	FTN	draganhorvatic@gmail.com	061/31-299	
7	Bojana Ljuskic	FTN	bojanaluskic94@hotmail.com	062/20-2353	
8	Slobodan Ivanovic	FTN	slobodanivanovic@gmail.com	062/1941-840	
9	Robert Banci	FTN	robert-banci-33@hotmail.com	066/36-43-66	
10	Aleksandra Kancar	FTN	kancar.alex@gmail.com	069/1038034	
11	Vladimir Jovanovic	FTN	jovanovic94@gmail.com	064/1442893	
12	Nina Farko	ERASMUS+ FACULTY	nina.farko26@gmail.com	061/66-05-19	
13	Bojana Perdic	ERASMUS+ FACULTY	bojanaperdic@hotmail.com	063/31-455-91	
14	Mirna Matkovic	FTN	mirna.matkovic@gmail.com	066/6-75865	
15	Bozidar Simic	FTN	bozidar.simic94@gmail.com	065/1903307	



16	Begun Jovic	OTH	grubopar6@gmail.com	069/978194	Begun Jovic
17	Miroslav Marjanovic	OTH	miroslavmarjanovic@gmail.com	065/548 68-07	Miroslav
18	Andrej Maric	FTN	maricandrej@gmail.com	065/170-1565	Andrej Maric
19	Zeljko Bajic	OTH	adzeic@unim.edu.ba	065/434638	Zeljko
20	TAMARA BAJIC	FTN	tamara.bajic@hotmail.com	064/3743488	Tamara
21	DAMIR BULATOVIC	FTN	dbulatovic75@gmail.com	064/4236413	Damir
22	Uroš Marjanovic	OTH	igorm334@gmail.com	069/7635-280	Uroš
23	Zeljko Bajic	FTN	zeljko.bajic@gmail.com	069/580992	Zeljko
24	Jelena Jovicic	FTN	jelena.jovicic@gmail.com	060/0542-343	Jelena
25	Henrieta Ljupcic	OTH	GLIGORICnt@gmail.com	061/61-8738	Henrieta
26	Miroslav Marjanovic	FTN	miroslavmarjanovic@gmail.com	069/260000	Miroslav
27	Huruna Kurbasov	FTN	KRIVOSIC1804@gmail.com	067 9755240	Huruna Kurbasov
28	Pogrom Tifogojekic	FTN	siwband456@gmail.com	061466 9139	Pogrom
29					
30					
31					
32					
33					
34					
35					

Photos:







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					
The structure of the programme					
The venue and facilities					
The presentations					
The discussions					
The event dinner and subsistence					

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
The information I got will be of immediate use to me.					
This event covered to a very high extent the topics I have expected.					
I enjoyed the cooperation and interaction with the other participants.					
My expectations about this event were met or exceeded.					
The materials distributed are useful and informative.					
The discussions were relevant for the participants.					
The methods of working were suitable for the topics and for the participants.					
The overall organisation was professional.					
The time management was always to my fullest satisfaction.					
The style and level of communication between organisers and participants was professional.					
I would recommend this kind of event to my colleagues.					

Prior Experience of Similar Events – Overall %	Please fill in the overall percentage of participants with prior experience of similar events
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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

to be filled by local partner

Please add the following additional information here

- Charts of the statistical figures from the tables above (pie or bar charts);
- Any further comments concerning the feedback you received by the workshop participants

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: