

Dear Participant,

We hope you enjoyed our meeting held in Houten on Oktober 14th 2019. We need your help in improving the quality of our events. Please take a few moments to complete this short questionnaire.

EVALUATION FORM

First Name: _____ Family name: _____

Phone number: _____ E-mail*: _____

Institution / dept.: _____ (* optional)

I. OVERALL IMPRESSION

What is your overall impression of the event?

Very productive	1	Productive	2	Not productive	3
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II. RELEVANCE, AGENDA AND DISCUSSIONS

Please rate the following elements.

	Excellent		Average		Poor
1) Relevance of topics discussed	1	2	3	4	5
2) Agenda (adhered to, allocation of time per topic)	1	2	3	4	5
3) Quality of background documents distributed	1	2	3	4	5
4) Presentations	1	2	3	4	5
5) Lecturers	1	2	3	4	5

Comments:

III. ORGANISATION

Please rate the following elements where applicable.

	Excellent		Average		Poor
6) Preparation and distribution of background documents	1	2	3	4	5
7) Support from organising staff	1	2	3	4	5
8) Conference facilities	1	2	3	4	5
9) Hotel (choice, convenience for meeting)	1	2	3	4	5

Comments:

Thank you for taking the time to fill in this questionnaire, please leave it in the meeting room or return it to:

info@innoventa.nl