

Form A-4

Our Ref: _____
Date Received: _____
(for official use only)

Evaluation Analysis by Event Organiser

In order to assist us to fully assess your event, please complete this Form in detail.

Event Organiser : _____
Event Topic/Title : _____

1. General Evaluation of the Event

Session(s)	Evaluation Statistics (Please list the number of attendees who have rated each session according to the following scale i.e. if there are in total "3" Good ratings from 3 attendees for the session please state "3" in the box)				Number of Attendees	Number of Evaluations Received
	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>		
a.						
b.						
c.						

2. Evaluation of Presenter(s)

Name of Presenter(s)	Evaluation Statistics (Please list the number of attendees who have rated each presenter according to the following scale i.e. if there are in total "8" Excellent ratings from 8 attendees please state "8" in the box)				Number of Attendees	Number of Evaluations Received
	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>		
a.						
b.						
c.						

3. Other comments and suggestions from the attendees:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Note:

If there is insufficient space in this Form, please provide details on a separate A4 sheet in the same format.

I confirm that the information provided in this Form is accurate and complete.

Signature: _____ **Date:** _____
(authorised person and company stamp of the event organiser)

Name: _____