

**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

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

### 2. Evaluation of Presenter(s)

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

*(authorised person and company stamp of the event organiser)*

Date: \_\_\_\_\_

**Name:** \_\_\_\_\_