**Annex 4.10.1.2**

**Template - Event evaluation form**

*(for an automatic data collection, this can be also transferred into automatic online forms, even in free tools such as google forms or other suitable survey tools available online. In this case, GDPR consent shall be collected separately during the event in written form, e.g. during event registration)*

***Project Acronym and Organizer***

***Event title,***

***Venue, place, date***

Name and Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1) The event was well organised, planned and implemented

*Please select*

*1: I strongly disagree; 2: I partially disagree; 3: I am neutral; 4: I partially agree; 5: I strongly agree*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  | 2 |  | 3 |  | 4 |  | 5 |  |

2) The speakers were effective, the content was clearly presented, sufficient information was provided

*Please select*

*1: I strongly disagree; 2: I partially disagree; 3: I am neutral; 4: I partially agree; 5: I strongly agree*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  | 2 |  | 3 |  | 4 |  | 5 |  |

3) The organisers provided appropriate logistics (e.g. venue, event material, logistic information and support, etc.)

*Please select*

*1: I strongly disagree; 2: I partially disagree; 3: I am neutral; 4: I partially agree; 5: I strongly agree*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  | 2 |  | 3 |  | 4 |  | 5 |  |

4) The event reached the objectives, for which I decided to participate

*Please select*

*1: I strongly disagree; 2: I partially disagree; 3: I am neutral; 4: I partially agree; 5: I strongly agree*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  | 2 |  | 3 |  | 4 |  | 5 |  |

5) Through this event I gained new knowledge / contacts / ideas

*Please select*

*1: I strongly disagree; 2: I partially disagree; 3: I am neutral; 4: I partially agree; 5: I strongly agree*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  | 2 |  | 3 |  | 4 |  | 5 |  |

6) I will be able to use the new knowledge /contacts / ideas I gained through the event in my work

*Please select*

*1: I strongly disagree; 2: I partially disagree; 3: I am neutral; 4: I partially agree; 5: I strongly agree*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  | 2 |  | 3 |  | 4 |  | 5 |  |

7) What worked particularly well at the event, what made the event useful for me?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8) What did not work well at the event, what should be improved by the organisers?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In compliance with the GDPR Regulation (UE) No. 2016/679, I hereby give my explicit consent to use my personal data and image for the purpose of **evaluation or audit** of the event outcomes. Personal data will NOT be published, distributed or commercially used.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

In compliance with the GDPR Regulation (UE) No. 2016/679, I hereby give my explicit consent to use photos/videos with my personal image, for the purpose of **institutional promotion** of the event outcomes. Photos/videos with my personal image will NOT be distributed or commercially used.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

I am available to be contacted in the future to reply to questions related to an evaluation of the event I attended?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex 4.1.3.3**

**Template - Registration form at events**

*(to be adapted according to the event and the visual guidance for each priority axis at*

<https://www.italy-albania-montenegro.eu/tools/visual-identity> *)*

***Project Acronym and Organizer***

***Event title***

***Venue, place, date***

In compliance with the GDPR Regulation (UE) No. 2016/679, in the box below participants give their explicit consent to use **personal data and image** for the purpose of **evaluation or audit**, as well as photos/videos with personal image for the purpose of **institutional promotion**. Distribution or commercial use of data and images is not allowed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name/surname** | **Organisation** | **Phone** | **Email** | Consent to use data / images for **audit / evaluation** | Consent to use images for **institutional promotion** | **Signature** |
|  | | | | Please tick to consent or write “NO” to deny consent | |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Annex 4.10.1.4**

**Template**

**Event agenda**

*(to be adapted according to the type of event and the visual guidance for each priority axis)*

***Project Acronym and Organizer***

***Event title,***

***Venue, place, date***

|  |  |
| --- | --- |
| **00h00 - 00h00 Registration, welcome greetings**  **00h00 Start of the meeting – session 1** | |
| **ITEM 1** | **Title, speaker / trainer** |
| **Contents and inputs** | * Content description * File /references: Item01 …. |
| **Expected output** | * Expected output, e.g. participants gain new knowledge - skills |
| **ITEM 2** | **Title, speaker / trainer** |
| **Contents and inputs** | * Content description * File /references: Item02 …. |
| **Expected output** | * Expected output, e.g. participants gain new knowledge - skills |
| **ITEM 3** | **Title, speaker / trainer** |
| **Contents and inputs** | * Content description * File /references: Item03 …. |
| **Expected output** | * Expected output, e.g. participants gain new knowledge - skills |
| **00h00 End of the meeting** | |