**Annex I**

**Questionnaire – Evaluation of Project Events**

**Name of the Workshop, Seminar, Course** (*dates*)

*Please rank different aspects of the event on the scale 1-4*

*(1: Not at all; 2: To a small degree; 3: To a large degree; 4: Completely)*

**A. Structure**

1. Were the goals of the event clear?

2. Was the event structure clear?

3. Were you given an opportunity to contribute to the structure of the event?

4. To what extent have the goals been achieved?

5. Was there a good range and balance of activities?

6. To what extent have participants contributed to the discussion and decision making?

*Any other comments?*

**B. Organization**

7. Was the communication satisfactory before the event?

8. Was the organization satisfactory during the event?

9. Was there a clear and reasonable timetable in place?

10. Did the event adhere to the agenda?

*Any other comments:*

**C. Environment and Resources**

11. Was the working environment satisfactory?

12. Was the provision of materials, resources and equipment suitable?

13. Please rate each element of the domestic arrangements

* Meeting rooms
* Social events
* Catering

*Any other comments?*

14. How can **any of the above** be improved?

**D. Evaluation Form**

15. How useful do you find this form?

16. How would you rate its structure?

17. How would you rate the online platform used for generating the evaluation form?

18. How can **this form** be improved?

*Thank you.*