



GEReSH-CAM

573980-EPP-1-2016-1-FR-EPPKA2-CBHE-SP

**A.2 Quality Assessment Tool for Events**

Title of the Event:	
Type of Event:	
Event date:	
Work Package and Activity Reference	
Name of the organizing institution:	
Name of Quality reviewer:	
Short description of the Event:	

*The following evaluation form is intended for the evaluation of GEReSH-CaM project's events. A designated Quality Assurance officer will indicate the quality of different aspects of the event by ticking the box corresponding to the quality level. The reviewer will also give recommendations for further improvements.*

	Excellent	Good	Fair	Poor	Comments / Recommendations
<b>OVERVIEW</b>					
Relevance to the work package and the overall objective of the project					
Compliance with deadlines					
Compliance with the project needs and expectations					
Adaptation to the targeted audience					
Respect of the foreseen budget					
<b>ORGANIZATION</b>					
Choice of location					
Choice of date and time					



Adequacy and quality of the required facilities					
Event duration					
Quality of reception					
Availability of documentation					
Logistical organization					
Organization of the debates and interventions					
Use and Quality of feedback tools					
<b>CONTENT</b>					
Selection of topics					
Mastery and presentation of the topics by the speakers					
Quality of the documents distributed					
Involvement / Interactivity between the speakers					
Respect of the speaking time					
<b>COMMUNICATION</b>					
Easy access to the event for the target audience					
Media exposure: announcement on the website, social networks, existence of a communication kit...					
Mobilization of the target audience					

<b>Overall assessment and suggestions for improvement</b>	
<b>Date of Quality control performed by the reviewer :</b>	