

EVENT REPORT TEMPLATE (Annex H to Quality Control and Monitoring Manual)

This template has to be filled by project partners (organisers) for all WBCInno events (except SC meetings). Furthermore, this template can be used to inform colleagues and partners about other events attended (promoting WBCInno). In the second case please just fill in the first page and delete the chapters thereafter.

Author:	Marijana Aksentijevic
Event Title:	Report on 4 trainings organized for students
Event Date:	May19-May26, 2015
Event Venue:	BITF premises
Type of event: (National, international, press conference, promotional event etc.)	Trainings
Short description:	
Organiser(s):	BITF
Agenda:	Attached with this document
Total number of participants:	18
Links to further information:	http://bitf.rs/cms/item/news/en.html?view=news&articleId=464 http://bitf.rs/cms/item/news/en.html?view=news&articleId=468
Other personal remarks:	

1. EVENT ORGANISATION DETAILS

Invitation was sent off to participants on:	04/05/2015
Information Material was sent off to participants on:	18/05/2015
Date of Initial Participant List Compilation:	04/05/2015
Date of Final Participant List Compilation:	18/05/2015
Total Number of Participants Invited	16
Date of Agenda Finalisation:	18/05/2015
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???	

2. Problems encountered during the event preparation phase

(To be filled by organisers)

Organisers: *Please complete (if you have not met with any problems in that phase, please fill in "N/A". Please also include any feedback by the participants **before** the workshop)*

1) Since it was not planned by the original budget that BITF will organize trainings for participants in the Best Students' Idea contest, we had problems with funding the trainings. The problem was overcome by partly funding the implementation of trainings by the PACInno program, in which BITF participates as partner, and the events were in accordance with PACInno activities.

3. EVENT ROLLOUT

Some general information (to be filled by organisers)

3.1. Final Event Agenda + Participant list

Please attach the final event agenda and the list of participants

Attached with this report

3.2. Event Implementation – Commentary by Organising Partners

WP-leader
<i>Please add your comments, if any</i>
Task leader
<i>Please add your comments, if any</i>

4. EVENT EVALUATION BY PARTICIPANTS

4.1. Summary of the Participant Feedback Form

Results to be filled by organisers based on the questionnaire results. Please note: insert only the overall percentage of all feedback forms received (e.g. participants total number=30; 15 of them were most satisfied and 15 of them satisfied – please include 50% in the column most satisfied and 50% in the column satisfied.)

	Most satisfied	Satisfied	Moderately satisfied	Rather dissatisfied	Not at all satisfied
The event administration	78%	22%	0	0	0
The structure of the programme	78%	22%	0	0	0
The venue and facilities	89%	11%	0	0	0
The presentations	89%	11%	0	0	0
The discussions	72%	28%	0	0	0
The event dinner and subsistence	100%	0	0	0	0

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
The information I got will be of immediate use to me.	56%	44%	0	0	0
This event covered to a very high extent the topics I have expected.	50%	50%	0	0	0
I enjoyed the cooperation and interaction with the other participants.	78%	22%	0	0	0

My expectations about this event were met or exceeded.	61%	39%	0	0	0
The materials distributed are useful and informative.	62%	33%	5%	0	0
The discussions were relevant for the participants.	67%	33%	0	0	0
The methods of working were suitable for the topics and for the participants.	72%	28%	0	0	0
The overall organisation was professional.	78%	22%	0	0	0
The time management was always to my fullest satisfaction.	72%	28%	0	0	0
The style and level of communication between organisers and participants was professional.	78%	22%	0	0	0
I would recommend this kind of event to my colleagues.	89%	11%	0	0	0

Prior Experience of Similar Events – Overall %	Please fill in the overall percentage of participants with prior experience of similar events 72%
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Strengths and limitations of the event: please include comments received

Strengths of the event and contributions or activities enjoyed by participants:	<ul style="list-style-type: none"> • good examples, discussion, creativity, critical thinking • new experience, great lecturer •
Suggestions for the improvement:	<ul style="list-style-type: none"> • I am very satisfied with the event, I wouldn't change a thing • more about internet marketing
Any further comments	<ul style="list-style-type: none"> • xx • xx

4.2. Additional comments

to be filled by local partner

Please add the following additional information here

- Charts of the statistical figures from the tables above (pie or bar charts);
- Any further comments concerning the feedback you received by the workshop participants

5. Lessons learned

- *In Belgrade there are plenty initiatives throughout the year organizing free-of-charge trainings on entrepreneurship, and the market is already crowded. More intense promotion of the competition would probably increase the number of participants in the future.*
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6. Additional comments

May be filled by any of the organising partners

Please add in any other comments concerning the preparation and organisation of this event: