

Annex - 14 Conference Evaluation Questionnaire

Please complete the following questionnaire in order to help us to evaluate the conference.

1. Personal information

- a. Name (optional): _____
- b. Country: _____
- c. Gender: 0. Male | 1. Female
- d. Inebria Member: 0. No | 1. Yes | 2. Don't Know

2. Indicate the category that best describes your work position:

- 1. Politician/Decision maker
- 2. Policy Adviser
- 3. Public Health
- 4. NGO
- 5. Health professional
- 6. Other: 2a. _____

3. Please check the two most important logistical factors that influenced your decision to attend this conference: 3a = factor 1, 3b = factor 2

- 1. Location
- 2. Conference dates
- 3. Networking opportunities
- 4. Other: 3c. _____

4. Overall impression of the conference?

- 1. Excellent
- 2. Good
- 3. Fair
- 4. Poor
- 5. Very Poor

5. The potential impact of the conference Please rate the following statements on a 5 point scale: 1=not at all satisfied, 2=somewhat satisfied, 3=satisfied, 4=very satisfied, 5=strongly satisfied.

	1	2	3	4	5
a. Opportunity for interaction with attendees (colleagues)	<input type="checkbox"/>				
b. Opportunity for interaction with or by trainees	<input type="checkbox"/>				
c. Personal competence increased	<input type="checkbox"/>				
d. Valuable for my daily work activities	<input type="checkbox"/>				
e. Contributes to improve regional policy	<input type="checkbox"/>				

6. Did the conference...

	1. Yes	2. No
a. Help you to develop a new collaboration?	<input type="checkbox"/>	<input type="checkbox"/>
b. Help you to strengthen an existing collaboration?	<input type="checkbox"/>	<input type="checkbox"/>
c. Help to develop your SBI research ideas?	<input type="checkbox"/>	<input type="checkbox"/>
d. Inspire plans to implement new SBI studies?	<input type="checkbox"/>	<input type="checkbox"/>

7. Administrative Feedback Please rate the following statements on a 5 point scale: 1=strongly disagree, 5=strongly agree.

	1	2	3	4	5
a. I received sufficient information on the conference in advance	<input type="checkbox"/>				
b. Information via Email was effective	<input type="checkbox"/>				
c. Information provided on the website was useful	<input type="checkbox"/>				

8. General Conference Feedback

Please rate the following statements on a 5 point scale: 1=strongly disagree, 5=strongly agree

	1	2	3	4	5
a. The issues raised at the conference were important and useful to deal with	<input type="checkbox"/>				
b. The duration of each session was appropriate	<input type="checkbox"/>				
c. The individual presenters had adequate time to present their material	<input type="checkbox"/>				
d. The subjects covered at this conference were relevant to my work	<input type="checkbox"/>				
e. The conference provided adequate networking and collaborative opportunities	<input type="checkbox"/>				
f. The number and length of breaks were adequate	<input type="checkbox"/>				
g. The social program was attractive	<input type="checkbox"/>				
h. The concurrent sessions helped me to increase my knowledge and skills	<input type="checkbox"/>				

9. Was the conference...

1. Too many days	2. Too few days	3. Just the right number of days
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10. How many days should this conference be (including preconference)?

1. 1 day	2. 2 days	3. 3 days
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11. Were the days at the conference...

1. Too long	2. Too short	3. Just right
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12. Particular Aspects of the Conference

Please rate these on a 5 point scale: 1=inadequate, 5=excellent

	1	2	3	4	5
a. Plenary/large group sessions	<input type="checkbox"/>				
b. Concurrent oral abstract presentations	<input type="checkbox"/>				
c. Concurrent Symposia	<input type="checkbox"/>				
d. Concurrent workshop presentations	<input type="checkbox"/>				
e. Small group sessions	<input type="checkbox"/>				
f. Conference dinner	<input type="checkbox"/>				
g. Reception	<input type="checkbox"/>				
h. Lunch	<input type="checkbox"/>				
i. Venue (hotel, conference space)	<input type="checkbox"/>				

13. Any comments on the best sessions?

14. Any comments on the worst sessions?

15. Any comments on the format of the overall conference?

16. Any recommendations for future conference format and content?