

Event Report Form

Event Report:

1 Programme title:

2 Programme date:

3 Course location:

a Name:

b Address:

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4 Speakers:

Please include a CD with the list of the speakers and chairpersons

5 Number of participants:

6 Attach a copy of each of the followings:

a Course Final Programme:

b the Certificates

c the final CD-Rom

7 Certificates

a How many were distributed :

Provide an electronic list (Excel spreadsheet)

8 Disclosure of Conflict of Interest

a Did all speakers sign?

Yes/ No

(if no, how many and for what reasons?)

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b Potential Conflicts reported:

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9 Evaluation forms and comments from participants

a How many were collected?

b Scores analysis (below or attached