

Evaluation Form



8th Stop TB Coordinating Board Meeting 3-4 May 2005, Addis Ababa–Federal Democratic Republic of Ethiopia

Please take a few minutes to complete this form, your feedback will help us to evaluate the Coordinating Board meeting. Your contributions will be taken into consideration for the next meeting.

Logistical and Secretarial Arrangements

Please rate the questions below using the 5-point scale. Check the number/response that best corresponds to your overall evaluation.

		Very Poor			Perfect	
		1	2	3	4	5
Pre-Meeting Arrangements						
1	Meeting schedule					
2	Timely receipt & clarity of administrative information					
3	Arrangements for Stop TB Partnership/WHO-Sponsored participants					
4	Response time for pre-conference clarifications					
Meeting Arrangements						
5	Airport Pick-up					
6	Reception and Check-in efficiency of the Hotel					
7	Registration process					
8	Quality (content-wise) of the coordinating board folder					
9	Hotel rooms and service					
10	Venue of the meeting					
11	Meeting Room(s) set-up and ambience					
13	Quality of audio-visual systems					
14	Food & Beverage - Quality & Service					
15	Facilities at & efficiency of Meeting Secretariat					
16	Overall administrative support					
17	Lunch Breaks					
18	Coffee/Tea Breaks					
OVERALL RATING						

Summary Questions

1. What do you think about the structure of the agenda?
2. Were the objectives of this meeting clear and appropriate in the plenary session?
3. What did you find to be the most valuable about this meeting?

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4. What is the top action you will take based on this meeting?

5. Mention the aspects of the meeting that you consider positive:

6. Do you have suggestions about what could improve the next Coordinating Board meeting?

7. Additional Comments:

THANK YOU