

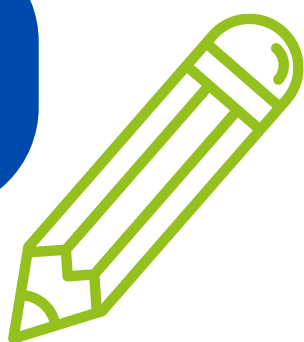


How to gather participants' feedback after a SHERPA MAP event?

Using **post event surveys** is fundamental for SHERPA MAP Facilitators and Monitors to create strategies for continuous stakeholder engagement. Such surveys allow to collect precious feedback from attendees **learning about their needs and expectations**, and also to evaluate the effectiveness of various aspects of the event.

DIRECTLY AT THE MAP EVENT THROUGH AN ASSESSMENT FORM

VIA EMAIL THROUGH AN ONLINE FEEDBACK SURVEY



How to create online feedback surveys?

How to ensure the highest participation rate?

Sending a post event survey to attendees **as soon as the event has ended**, or dedicating the very last moment of the meeting to fill it in.

With an advanced **online survey management system**. It gives the ability to upload contact information, keep track of who has responded, save completed surveys, send reminders, and view results in real-time.

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- What were your primary objectives (networking, knowledge, etc.)? Did the event meet them?
- What could organisers have done differently?
- Was the location of the event suitable?
- How does this event compare to other you have attended?
- Would you participate again?
- Would you recommend this event?

Example of a post-event feedback form

- Was the session topic(s) delivered as promised?
- What were your objectives for this session?
- Did the speakers meet your objectives? Were they engaging?
- What topics would you like to have seen covered?
- Did the speakers include the right level of topic detail?
- Can the information you gathered be applied to your activity?

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