

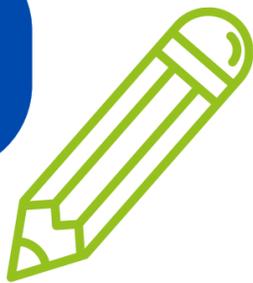


# How to gather participants' feedback after a SHERPA MAP event?

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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