

Evaluation shedule for the EANN Congress – Fabio Barbarigo – March 10<sup>th</sup>, 2009

Aspects to be evaluated about the congress.:

<b>Who</b>	<b>Economic</b>	<b>Scientific</b>	<b>Organisation</b>	<b>Participants</b>	<b>Other</b>
<b><i>National Representative for the Organising Committee</i></b>	Adequate fee? Unexpected expenses?	Valid contents? Adequate number of presentations? Chairmen valid? Were the rooms and the venue adequate?	The time planning was respected? Was the meal adequate? Amplification edaquate? Companies stands adequate? Audio video equipment adequate?	Number of participants satisfactory? Speakers satisfied? Nazioni rappresentate? Sessioni parallele partecipate?	General evaluation (1-10)? Incidents or upsets? Suggestions?
<b><i>EANN Vice President for the Scientific Committee</i></b>	Adequate fee? Hotel accomodations adequate?	Valid contents? Were the rooms and the venue adequate? Adequate number of presentations? Papers rejected for the low quality? Papers rejected or transformed in posters for shortage of sessions?	The time planning was respected? Was the meal adequate? Amplification edaquate? Was the venue adequate? Connections and transport easy? Audio video equipment adequate?	Number of participants satisfactory? Speakers satisfied? Satisfactory presence to the parallel sessions?	General evaluation (1-10)? Incidents or upsets? Suggestions?
<b><i>EANN President</i></b>	Adequate fee? Hotel accomodations adequate?	Valid contents? Chairmen valid?	The time planning was respected? Was the meal adequate? Amplification edaquate? Was the venue adequate? Connections and transport easy? Audio video equipment adequate?	Number of participants satisfactory? Speakers satisfied? Satisfactory presence to the parallel sessions?	General evaluation (1-10)? Incidents or upsets? Suggestions?
<b><i>EANN Treasurer</i></b>	Adequate fee? Unexpected expenses? Companies stands adequate? Hotel accomodations adequate?	Valid contents?	The time planning was respected? Was the meal adequate? Amplification edaquate? Was the venue adequate? Connections and transport easy? Audio video equipment adequate?	Number of participants satisfactory? Satisfactory presence to the parallel sessions?	General evaluation (1-10)? Incidents or upsets? Suggestions?
<b><i>EANN National Representative</i></b>	Adequate fee? Hotel accomodations adequate?	Valid contents? Chairmen valid?	The time planning was respected? Was the meal adequate? Amplification edaquate? Was the venue adequate? Connections and transport easy? Audio video equipment adequate?	Number of participants satisfactory? Satisfactory presence to the parallel sessions?	General evaluation (1-10)? Incidents or upsets? Were the companies stands interesting? Suggestions?

Evaluation shedule for the EANN Congress – Fabio Barbarigo – March 10<sup>th</sup>, 2009

General information to be collected:

<b>Dates</b>	<b>Planned in the final budget</b>	<b>Real (final)</b>
Early fee for non member (in euro)		
Number of participants (number)		
Counties represented by the participants (number)		
Speakers (number)		
Counties represented by the speakers (number)		
Poster presentations (number)		
Participants coming from extra Europe (number)		
Speakers coming from extra Europe (number)		
Work shops (number)		
Stands (number)		
Income (in euro)		
Expenses (in euro)		
Profit/loss (in euro)		
Parallel sessions (number)		
Rejected papers (number)		
Participants presence to the social dinner (number)		

Each chairman of a session would record the number of participants in the room.