**Event Title:**

**Date and Venue:**

**Number respondents**:

|  |  |  |
| --- | --- | --- |
|  | **x̅** | **Verbal Interpretation** |
| 1**. Content of the seminar** |  |  |
| 1.1 Valuable to my field |  |  |
| 1.2 Clear |  |  |
| 1.3 Relevant to my field |  |  |
| 2. **The presenter during the seminar** | | |
| 2.1 Had knowledge of the material |  |  |
| 2.2 Had a good presentation skills |  |  |
| 2.3 Encouraged audience participation |  |  |
| 3. **Overall view of the seminar** |  |  |
| 3.1 Had clear goals/objectives |  |  |
| 3.2 Was interesting |  |  |
| 3.3 Was well organized |  |  |
| 3.4 Had a suitable venue |  |  |
|  |  |  |
| **Overall Mean** |  |  |
|  |  |  |

*\* All data needed for the computation will be coming from the answers of the respondents in the evaluation forms of your event. Please see SDev personnel for assistance.*

**Narrative Report**

*\*Write a brief narrative of your event here.*

**Pictures of the Event**

**Pre-event pictures**

**Event**

**Post-event**

*\*include short caption each photo*