**EVENT REPORT FORM [[1]](#footnote-2)**

|  |  |
| --- | --- |
| Project title | Development of master curricula for natural disasters risk management in Western Balkan countries |
| Project acronym | NatRisk |
| Project reference number | 573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP |
| Coordinator | University of Nis |
| Project start date | October 15, 2016 |
| Project duration | 36 months |

|  |  |
| --- | --- |
| Event |  |
| Type of event |  |
| Venue |  |
| Date |  |
| Organizer |  |
| Reporting date |  |
| Report author(s) |  |

Project number: 573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP

*"This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"*

**EVENT DESCRIPTION**

**with special reference to goals and outcomes**

|  |  |
| --- | --- |
| Number of participants at the event |  |
| Participants (organisations) |  |
| Event description: | |
|  | |

**Attachments**

|  |  |
| --- | --- |
| **Agenda (pdf)** | Title |
| **Attendance sheet (pdf)** | Title |
| **Photos (jpg)** | Title(s) |
| **News form (pdf)** | Title |
| **Deliverable (pdf)** | Title of document |
| **Presentations (pdf)** | Title(s) |
| **Other personal remarks** | |
|  | |

**Organisation details**

|  |  |
| --- | --- |
| **Invitation sent to** |  |
| **Date of event material release** |  |
| **Date of participants list's finalisation** |  |
| **Date of agenda finalisation** |  |
| **Number of participants (according to the participants list)** |  |
| **Comments** | |
|  | |

**Problems encountered during the event preparation phase**

|  |
| --- |
| Please add your comments, if any: |

**Strengths and limitations of the event** (please include comments received)

|  |  |
| --- | --- |
| **Strengths of the event and contributions or activities by participants** |  |
| **Suggestions for the improvement** |  |
| **Any further comments** |  |

**Evaluation details**

**Results of evaluation of the general organisation of the event**

|  |
| --- |
| **Description** |
|  |
| **Table(s)/Figure(s)** |
|  |

**Results of evaluation of general working communication**

|  |
| --- |
| **Description** |
|  |
| **Table(s)/Figure(s)** |
|  |

**Results of evaluation of overall success of the event**

|  |
| --- |
| **Description** |
|  |
| **Table(s)/Figure(s)** |
|  |

Please indicate your suggestions for further event’s improvement:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location, date Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. *This form has to be filled by event organisers and sent on e-mail address:* natriskuni@gmail.com *five days after event. The term event relates to the meetings, workshops, exhibitions, conferences, etc....*  [↑](#footnote-ref-2)