**ANNEX XI**

**TEMPLATE A**

TRCG ACTIVITIES EVALUATION FORM

(to be completed by participants)

We value your feedback. Completing this evaluation form will help us to improve.

You are kindly requested to complete this form and hand it in to the organizers before your departure.

**Roving Seminar 2011**

**Petaling Jaya, Malaysia (20 - 23 September 2011)**

Part A: Event Logistics

|  |  |  |  |
| --- | --- | --- | --- |
| *Please tick the boxes to indicate*  *how well your expectations were met* | Below  expectation | Met  expectation | Exceeded expectation |
| ☹ | 😐 | ☺ |
| 1. Overall administration/organization |  |  |  |
| 2. Pre-event arrangement and liaison |  |  |  |
| 3. Venue facilities |  |  |  |
| 4. Informative announcements and instructions |  |  |  |
| 5. Travel arrangements |  |  |  |
| 6. Funding arrangements |  |  |  |
| 7. Accommodation |  |  |  |
| 8. Refreshments |  |  |  |
| 9. Social events and visitors’ information |  |  |  |
| 10. Helpfulness and friendliness of organizers |  |  |  |

# Specific points for improvement, if any:

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# Part B: Technical Contents

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| --- | --- | --- | --- |
| Topic A – Lectures by Dr. S. Chumchean  Topic B – Lectures/tutorials by Mr. H. Y. Yeung  Topic C – Lectures/tutorials by Prof. C. N. Chen | A | B | C |
|  |  |  |  |
| Interest in Topic  (1 to 5; from disinterested to most interested) |  |  |  |
| Topic Contents  (1 to 5 ; from irrelevant to topic to most relevant) |  |  |  |
| Topic Organization  (1 to 5 ; from loosely structured to well-structured) |  |  |  |
| Lecture/Workshop Presentation  (1 to 5 ; from poor to excellent) |  |  |  |
| Training or Practical Material  (1 to 5 ; from ill-prepared to well-prepared) |  |  |  |
| Language  (1 to 5 ; from hard to understand to easy to follow) |  |  |  |
| Effectiveness  (1 to 5 ; from little understanding gained to much understanding gained) |  |  |  |
|  |  |  |  |
| Objectives and Scope  (L = too narrow; M = just right; R = too wide) |  |  |  |
| Emphasis  (L = too theoretical; M = just right; R = too practical) |  |  |  |
| Length  (L = too short; M = just right; R = too long) |  |  |  |
| Technical level  (L = too elementary; M = just right; R = too difficult) |  |  |  |

# Part C: Follow-ups

1. What operational benefits (new ideas, skills or methodology) you think would be gained from your attendance in the event?

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1. Any foreseeable opportunity for operational implementation of the above benefits?  
     
   🞏 No foreseeable opportunity  
     
   🞏 Yes, benefits likely to be felt in about \_\_\_\_\_ years’ time.

*Contact information for future follow-up of this evaluation:*

*Participant’s name and email (or fax): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Thank you for taking the time to help us to improve.*

**TEMPLATE B**

TRCG ACTIVITIES EVALUATION FORM

(to be completed by resource persons)

We value your feedback. Completing this evaluation form will help us to improve.

You are kindly requested to complete this form and hand it in to the organizers before your departure.

**Roving Seminar 2011**

**Petaling Jaya, Malaysia (20 – 23 September 2011)**

Part A: Event Logistics

|  |  |  |  |
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| 8. Refreshments |  |  |  |
| 9. Social events and visitors’ information |  |  |  |
| 10. Helpfulness and friendliness of organizers |  |  |  |

# Specific points for improvement, if any:

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# Part B: Technical Contents

Comments, if any, on the organization and presentation of the technical contents of the event, and any specific difficulties encountered (can attach extra pages if necessary):

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# Part C: Follow-ups

1. Any views on considerations in selecting future lecturers and participants?

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1. Any views on future topics that may generally help to improve Members’ capacity in operational tropical cyclone forecasting?

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1. Any specific suggestions, assuming you have the opportunity to visit local forecasting offices, for host Member to enhance its capacity in operational tropical cyclone forecasting?

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*Contact information for future follow-up of this evaluation:*

*Name and email (or fax): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Thank you for taking the time to help us to improve.*