

Evaluation Form

11th Stop TB Coordinating Board Meeting 29-30 November 2006 , Jakarta, Indonesia

DOC 2.06 – Evaluation

Please take a few minutes to complete this form, your feedback will help us to evaluate the Coordinating Board meeting. Your contributions will be taken into consideration for the next meeting.

Logistical and Secretarial Arrangements

Please rate the questions below using the 5-point scale. Check the number/response that best corresponds to your overall evaluation.

		Very Poor			Perfect	
		1	2	3	4	5
Pre-Meeting Arrangements						
1	Timely receipt & clarity of administrative information					
2	Arrangements for Stop TB Partnership/WHO-Sponsored participants					
3	Response time for clarifications/assistance from Secretariat					
4	Quality of the Coordinating Board folder (content)					
5	Pre-meeting access to information					
Meeting Arrangements						
6	Pick-up (airport)					
7	Reception and check-in at your Hotel					
8	Registration process					
9	Hotel rooms and service					
10	Venue of the meeting					
11	Meeting Room(s) set-up and ambience					
12	Quality of audio-visual systems					
13	Facilities at & efficiency of Meeting Secretariat					
14	Food & Beverage - Quality & Service					
15	Lunch Breaks					
16	Coffee/Tea Breaks					
OVERALL RATING						

Summary Questions

1. What do you think about the structure of the agenda?
2. Were the objectives of this meeting clear and appropriate?



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3. Do you have suggestions about what could improve the next Coordinating Board meeting?

4. Do you have any additional comments?

THANK YOU