**Evaluation Form**

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| --- |
| **Event details** |
| Event name:Date and time:Location:Format: In-person, Online, Hybrid  |
| **Purpose and brief description** |
|  |
| **How we met our objectives** |
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| --- | --- | --- |
| **Objectives** | **KPI** | **How was this met?** |
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| **Post event report**  |
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| **Attendee analysis** |
| *External/internal split may not be available for online events.*

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| --- | --- | --- | --- |
| **Tracked attendees** | **Target** | **Actual** | **On track?** |
| **External** | **X** |  | *Met/exceeded/under* |
| **Internal** | **X** |  |  |
| **Live online viewers** |
|  | **X** |  |  |

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| **Positives** |
|  |
| **Learning points** |
|  |
| **Specific Feedback** |
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