**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** |
|  |
| |  |  |  | | --- | --- | --- | | **Objectives** | **KPI** | **How was this met?** | |  |  |  | |  |  |  | |  |  |  | |
| **Post event report** |
|  |
| **Attendee analysis** |
| *External/internal split may not be available for online events.*     |  |  |  |  | | --- | --- | --- | --- | | **Tracked attendees** | **Target** | **Actual** | **On track?** | | **External** | **X** |  | *Met/exceeded/under* | | **Internal** | **X** |  |  | | **Live online viewers** | | | | |  | **X** |  |  | |
| **Positives** |
|  |
| **Learning points** |
|  |
| **Specific Feedback** |
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