

Hong Kong International Arbitration Centre Evaluation Analysis by Event Organiser

In order to assist us to fully assess your event, please complete this evaluation form in detail.

Event Organiser : _____

Event Topic/Title : _____

Date(s) of the Event : _____ CPD Points Approved by HKIAC : _____

1. General Evaluation of the Event

Session(s)	Evaluation Statistics				Number of Attendees	Number of Evaluations Received
	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>		
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

2. Evaluation of Presenter(s)

Name of Presenter(s)	Evaluation Statistics (Please list the number of attendees who have rated each presenter according to the following scale i.e. if there are in total "8" <i>Excellent</i> ratings from 8 attendees please state "8" in the box)				Number of Attendees	Number of Evaluations Received
	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>		
1.						
2.						
3.						
4.						
5.						

3. Other comments and suggestions from the attendees:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Note :-

If there is insufficient space in this Form, please provide details on a separate A4 sheet in the same format.

I confirm that the information provided in this Form CPD(S) is accurate and complete.	
Signature: _____ <i>(authorised person for the event organiser)</i>	Date: _____
Name (in print): _____	