



Doc 1.10-0.4
Eval. Form

EVALUATION FORM

18th Stop TB Coordinating Board Meeting
4-5 May 2010, Hanoi, Viet Nam

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.

Logistics and Secretarial Arrangements

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

Pre-Meeting Arrangements		1	2	3	4	5
1	Timely receipt & clarity of administrative information					
2	Response time for clarifications/assistance from Secretariat					
3	Pre-meeting access to information					
4	Arrangements from Stop TB Partnership/WHO-sponsored participants					
Hotel and Transportation						
5	Transport to/from Airport					
6	Reception and check-in at your hotel					
7	Hotel rooms and service					
Meeting Arrangements						
8	Registration process					
9	Quality of the Coordinating Board folder (content)					
10	Venue of the meeting					
11	Meeting room(s) set-up and ambience					
12	Quality of audio-visual systems					
13	Efficiency of meeting secretariat					
14	Food and beverage - quality of service					
15	Lunch break					
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?
3. Do you have suggestions about what we could improve for the next Coordinating Board meeting?
4. Do you have any additional comments?

Thank you!