

Large Conferences & Event Planning Toolkit

This document contains templates, checklists and decision support tools which will assist in planning international development conferences and events.

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Sample Event Evaluation Questionnaire

For an example of a questionnaire is designed to measure the impact of the trainings/seminars and capacity building activities of IICD see "capacity development part 2" located at

<http://demosurvey.iicd.org/>

Useful Online Event Scheduling Tools

A useful Web 2.0 tool for scheduling meetings and events see the following URL:

<http://www.doodle.ch/>
<https://www.regonline.com/>

Conference Planning Checklist

Here is an example of a conference planning checklist used by UN-Habitat

- ___set the date(s)
- ___set the daily start and end time(s)
- ___determine the location
- ___create a budget and accounting system
- ___book the venue(s), social activities and workshop rooms
- ___determine a preliminary list of potential participants, staff/volunteers and presenters
- ___book a block of hotel rooms for participants, staff/volunteers and presenters
- ___book audio visual equipment and technicians
- ___decide on a theme and outcome for the event
- ___send a “save the date” email to potential participants, presenters and staff/volunteers
- ___create promotional plan – email campaign, web site, print materials
- ___put a place holder announcement on web site with preliminary details
- ___develop a conference daily schedule of events
- ___recruit internal (staff/member) speakers
- ___book the key note speaker and other speakers, request workshop descriptions and presenter profiles
- ___select and order presenter’s gift(s) and/or prizes
- ___book flights, rental cars or other transportation
- ___book the caterer and get menu suggestions
- ___gather print and web copy for designer – logo, pictures, presenter profiles, workshop descriptions, conference schedule, promotional copy

- __plan the registration process – deadline for early bird and final registrations, create/enter data into database, create/upload information for web registration
- __create a supply list, order supplies that need lead time
- __start planning brochure – printing deadlines, graphic artist booked
- __design welcome packages and ice breaking exercise
- __order printing: brochures, t shirt printing, trinkets, banners/signage etc.
- __web page uploading/design – registration, information on the location (map, weather link), hotel room booking, conference schedule, key note speaker and other presenter's profiles.
- __distribute brochures
- __determine workshop room assignments, create audio visual needs list and workshop room layouts (classroom, theatre, pods)
- __publish workshop descriptions and finalized workshop schedule on the web site
- __start early bird registration
- __finalize participant, presenter and staff list
- __finalize the menu
- __finalize the audio visual equipment booking
- __confirm with the cater the final count of meals required
- __create signage
- __finalize task lists/instructions for staff/volunteers
- __finalize instructions for presenters
- __create name tags and welcome packages (schedule of events, maps, tickets, paper, pen, trinkets, instructions)
- __create organizers supplies kit (stapler, scissors, painter's tape, markers, card stock, blank name tags, extension cord(s), pens, paper clips, sticky notes)
- __arrange for shipment of supplies

5 Steps to a Planning a Perfect TOT (Training of Trainers)

Stage 1 – Initial planning

- Why hold this event?
- What are the objectives?
- How can this event support on-going regional / campaign activities?
- Who will be the institutional host(s) and Secretariat
- Who will be the trainers / facilitators?
- Who will attend ?
- What criteria will be used to select participants?
- Who will the VIPs be?
- What will the format be?
- When and Where will training take place?
- Where will the accommodation be and to what standard is it?
- How is the meeting being paid for: what is desirable and what is affordable?
- Who does what ?
 - Who identifies National / International participants?
 - Who informs the national government?
 - Who arranges for VIPs and prepares *Aid Memoir*
 - Who drafts the invitation and background info?
 - Who drafts travel information brief?
 - Who will send out invitation and confirm participation?
 - Who will arrange international travel?
 - Who will arrange national travel?
 - Who will pay DSA?
 - Who will arrange / pay for airport reception?
 - Who will pay for stationary costs?
 - Who will pay for manuals?
 - Who will pay for internet + phone communication?
 - Who will produce name badges, desk plates, banners?
 - Who will produce media backgrounder?

Stage 2 – Booking meeting

- Receive official invitation to host meeting from institutional host.
- Inform ministry foreign affairs + ministry focal point + UNDP of meeting
- Preparation of grant agreement.
- Confirm venues for training and accommodation.
- Finalize correspondence to participants and application form.

Stage 3 - Participant Identification & Meeting Preparation

- Liaison with TCBB institutions, Regional offices, HPMs, national programmes.
- Registration of participants and confirmation of travel plans.
- Finalise agenda of meeting.

- Identify exhibition area for Habitat products
- Participants list with contact details of participants, secretariat, VIP.
- Contact list of UNDP finance officers for participating countries + info letter to Resident Representative (cc to UN-HABITAT Regional Director)

Stage 4 - Meeting Logistics

Venue Arrangements:

- Meeting room / syndicate rooms
- Office space
- Flip chart
- Overhead
- Power point /Laptop
- Photocopying
- Camera + Photographer
- Secretarial support
- Field trips
- Local transportation
- Airport reception
- Coffee / tea / water / snacks / meal breaks
- Pencils / pens / paper
- Translation / interpretation

Accommodation Arrangements:

- Confirm room bookings:
- Confirm arrival departure times of participants:
- Meals and refreshment breaks:
- Registration arrangements:

Travel and Visa Arrangements:

- Ensure flights are the least costly available.
- Confirm domestic travel if required
- Letter for Visa applications
- Local transport
- Airport reception

Exhibition Area

- Banners, posters
- Area to display manuals and resource materials
- Tables, booths, exhibition stands

Stage 5 - Final Preparation

- Courier documents, manuals & posters to host institution
- Produce and assemble participant packages
- Establish final numbers for meals, teas, hotel.

- Order banners posters, signs, bags, mugs, hats, pens.
- Prepare travel authorizations
- Obligate funds to host organization
- Obligate funds to UNDP to enable UN-HABITAT staff to refund participants who have purchased their own ticket, pay local costs and handle unexpected expenses.
- Printing of name badges & participant list
- Leave contact details of participants, host organization and venue with OIC.

... And upon arrival at the venue:

- Confirm all meeting rooms, equipment and accommodation are satisfactory.
- Set-up registration and exhibition area.
- Mount banners & posters.
- Decide on seating arrangements for high table and participants.
- Ensure availability of telephone / internet.
- Organise secretariat office, PC, photocopying.
- Ensure adequate supply of: Flip chart, Flip Chart Paper, Pens, cards, blue tack, tape, pens, note paper, coffee / tea /snacks.

Sample planning checklist from a workshop hosted by UN-Habitat

Check list for Workshop

	Requirements/Task	Person responsible	Cost in US\$	Remarks	Status	Contact person
PRE-CONFERENCE						
CONFERENCE SERVICES						
	Conference Rooms 3, 5 and 9 have been booked					
Equipment:	LCD Projector					
	5 computers with internet and printer					
Refreshments:	Tea breaks (2 Per day)					
	Mineral Water					
Conf. Preparatory work	Name Plates/Badges - To be handed over to WHO (Maris) on Friday, 6 July 2007					
	Public address system					
SECURITY						
	1) Get security clearance for all participants. Its mandatory for all participants as we are currently in Phase I. 2) Send e-mail with list of participants for security clearance (18 participants from WHO) and mention who will be there at the gate to usher them in.					
OTHER ISSUES						
	To order stationery such as flip charts, markers					
	Lunch (Will this be provided by UN-HABITAT)?					
	Registration of participants 1) Anne to prepare registration form 2) Anne and Betty to register participants on arrival					

Sample Evaluation of Training Questionnaire

1=strongly disagree; 2=disagree; 3=agree somewhat; 4=agree; 5=strongly agree

LOW 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ HIGH

A. Objectives and Training Scheduling

1. Clearly understood the training objectives.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
2. The stated training objectives were fully met.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
3. The scheduling, timing and length of the training was suitable to my needs.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

B. Programme Design and Training Materials

1. The training was designed to allow me to learn from and share with participants effectively in order to produce effective results.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
2. I found the training consistently stimulating, of interest and relevant to me.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
3. The training programme was designed in a sensible manner.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
4. The training materials and handouts were informative and useful.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
5. The balance between presentations and practical sessions was about right.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

C. Course Delivery

1. Presentations made by participants stimulated my thinking and the discussions deepened my knowledge.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
2. The training has contributed to a better understanding of transparency / corruption in land administration.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
3. The geographic, gender and organizational mix of participants was about right.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

1=strongly disagree; 2=disagree; 3=agree somewhat; 4=agree; 5=strongly agree

LOW 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ HIGH

D. Facilitation

1. I was able to see clear links between various components of the program.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
2. I had adequate opportunities to express my views in small group work.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
3. I had adequate opportunities to express my views in plenary discussion.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
4. The atmosphere promoted openness and sharing amongst all participants.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

E. Logistics and Administration

1. The invitation letter and the accompanying information leaflet were sufficient to allow me to prepare for and participate in the course.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
2. The conference rooms and facilities were favorable to learning.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
3. The hotel and the local transport arrangements were satisfactory.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
4. The organizers were supportive and sensitive to my needs.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

F. Perceived Impact:

1. The knowledge and ideas gained through this training are appropriate and adequate to engage in improving transparency in land administration.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
2. Overall, I am very satisfied with this training.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
3. When I return to my organization, I will inform my colleagues and other stakeholders about the training.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

I found the following course topics very useful...

1. Land governance and transparency.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
2. Understanding and assessing transparency in land administration.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
3. Access to information and public participation.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
4. Professional ethics and integrity.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
5. Institutional and organizational reforms.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

6. Case studies I

1 ☐

2 ☐

3 ☐

4 ☐

5 ☐

7. Case studies II

1 ☐

2 ☐

3 ☐

4 ☐

5 ☐

I would have liked to have more... (Select several options if appropriate)

- ☐ Plenary discussions
- ☐ Lectures / Presentations
- ☐ Group Work
- ☐ Social Events
- ☐ Free Time
- ☐ Other (please specify below):

.....

.....

.....

I would have liked to have less... (Select several options if appropriate)

- ☐ Plenary discussions
- ☐ Lectures / Presentations
- ☐ Group Work
- ☐ Social Events
- ☐ Free Time
- ☐ Other (please specify below):

.....

.....

.....

Which messages and/or methods you learned during the course did you find most interesting?

.....

.....

.....

How do you intend to apply what you have learned during the course?

.....

.....

.....

.....

Which follow-up activities would you like to see?

.....

.....

.....

.....

Other Comments and Suggestions:

.....

.....

.....

Thank you for your inputs!
They will help us improve the organization of similar events in the future.

Sample Evaluation of Training Survey 2

1. Which country do you normally reside in? _____

2. Participant's Gender:

☐ Male ☐ Female

3. Are you a member of an indigenous group?

☐ Yes ☐ No

4. What is your partner type/organizational affiliation? (Please check only one)

☐ National government (including Embassy, Civil Servant, Parliament)

☐ Local government (including City, Local Authority, Local Government Association)

☐ Private sector

☐ Non-governmental organization (NGO) (including Community-based organization, Faith-based organization, foundation)

☐ Academia/Research Institute (including Educational Institute, Polytechnic, College, University)

☐ United Nations/International Organisation

☐ Individual participant

☐ Other: (please specify) _____

5. How did you hear about WUF3? (Please check only one)

☐ I received a formal invitation

☐ Through the Habitat-Jam

☐ From a network to which I belong

☐ I am an organizer of WUF3

☐ The Internet

☐ From the previous WUF in Barcelona

☐ Media coverage (television, print, etc.)

☐ Other: (please specify) _____

6. How satisfied were you with the Forum in terms of:

	Very Dissatisfied	Dissatisfied	Satisfied	Very Satisfied	N/A
Before the conference:					
a) Timeliness of information on the conference objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Useful information on the conference programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Information available on the conference logistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Organization and content of WUF3 website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Ease of registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Very Dissatisfied	Dissatisfied	Satisfied	Very Satisfied	Not Applicable
During the conference:					
f) The ease of obtaining photo id and badge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Quality of facilities (i.e. room, lighting, sound)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

h) Communication facilities (including Internet access)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Support and assistance available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j) Transportation logistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Did the Forum meet your expectations in terms of:

	Not Met	Somewhat Met	Significantly Met	Fully Met	Not Applicable
a) Relevance of topics and themes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Quality of speakers and presentations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Organization of networking events/dialogues and roundtables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Usefulness of information on best practices in urban sustainability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Showcasing Canada's achievements in urban policies and strategies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Providing at least one practical idea that you may apply in your local context.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Opportunities for participant discussion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Please rate the Forum sessions in order of the usefulness to you:

	Not Useful	Somewhat Useful	Useful	Very Useful	Not Applicable
a) Opening/Closing of the forum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Networking events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Dialogues/special sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Roundtables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Exhibitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Special events/side events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. How likely are you to:

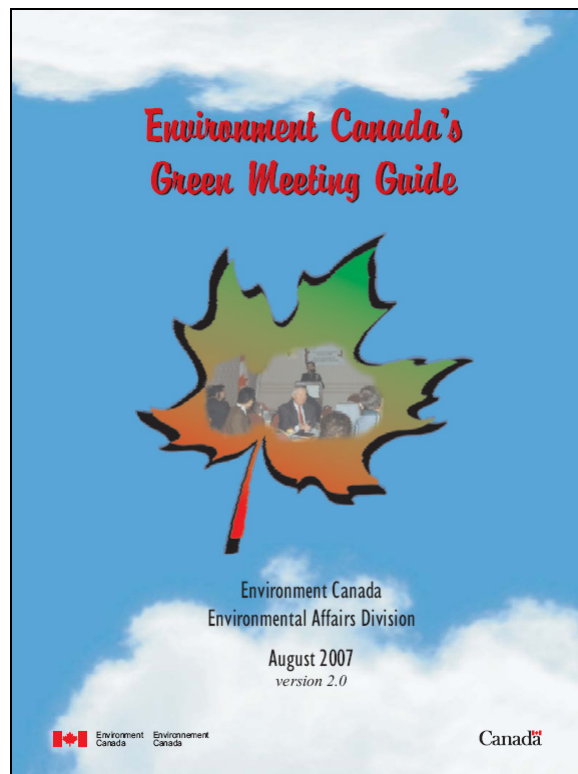
	Unlikely	Somewhat Likely	Likely	Very Likely	Not Applicable
a) Attempt to apply ideas learned at the conference in your local context	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Maintain networks and contacts established at the conference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Participate in the next World Urban Forum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Additional comments:

Planning a 'Green' Meeting

This guide is a practical reference tool for anyone faced with the task of organizing a meeting or conference with the aim of making the event environmentally responsible. It provides information on how to incorporate environmental concerns at every stage of an event. The entire guide can be found in Appendix ##.

- 1) The guide contains three broad categories of information:
- 2) The up-front part of the guide has concise general information on the major steps for organizing a green event. Checklists in Appendix 1 (of this guide) provide detailed descriptions of specific tasks to ensure that you cover all environmental requirements at each stage of organizing and carrying out an event.
- 3) Appendices 4, Eco-labelling Programs and 5, Further Information, describe relevant environmental programs and provide links to key Web sites.



Networks Evaluation: A sample study

For an example of a complete network mapping study see Annex ##, Network Mapping of the LIFT07 conference. This report is an overview of a network mapping study based on a sample of 28 attendees of the LIFT07 conference. Held in February 2007 in Geneva, Switzerland, LIFT07 was attended by some 450 people. The aim of this study was to provide an insight into what networks existed amongst attendees and what networks were created during the LIFT07 conference. The following diagram provides a visual representation of the networks before and after the conference.

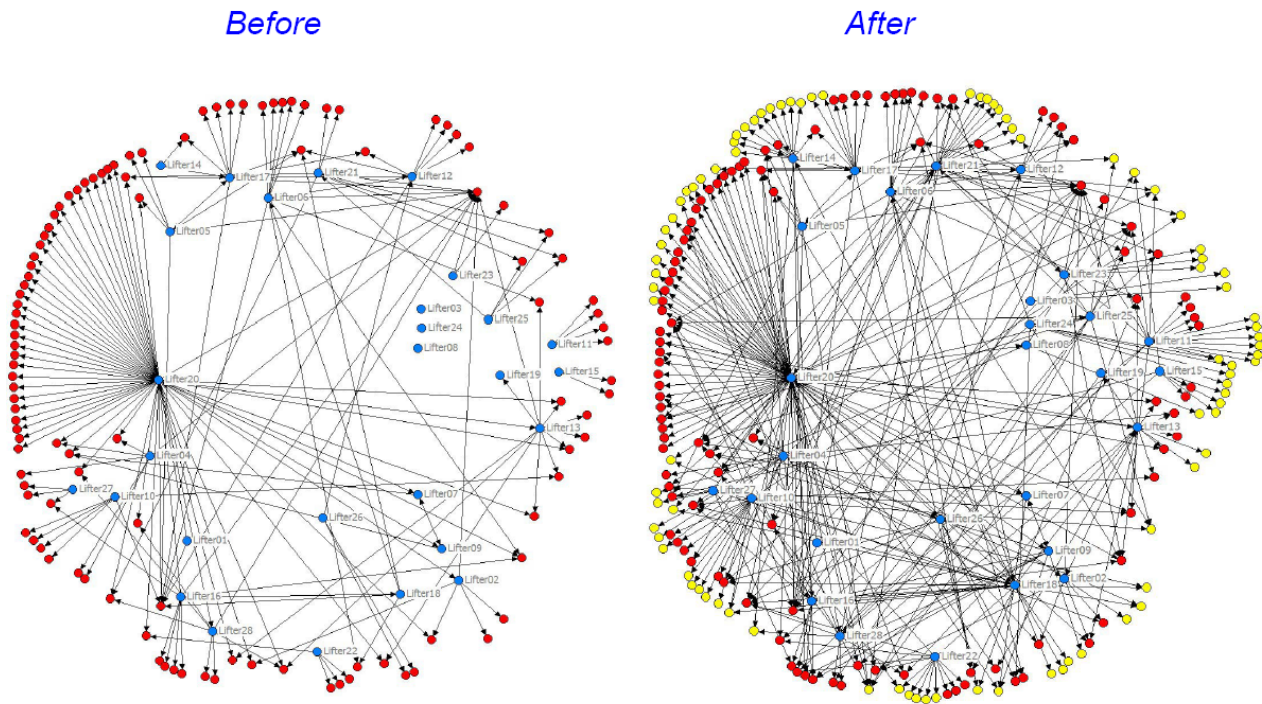


Diagram one: Maps of 28 participants and their networks before and after LIFT07

Donor Meetings: How to successfully convene your key players

Donor Meetings are a common occurrence in the international development sector. From emergency sessions organized by multilateral organizations to strategic dialogues on an emerging issue among a select group of government agencies, donor meetings are an effective donor-partnering tool to institutions like ours. Organizing donor meetings is an extremely useful way in which IDRC can draw attention and funds to its project partners. See Annex ## for the complete document.

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WHY A DONOR MEETING?

Donor Meetings are effective in:

- Sharing your institution's work and philosophy;
- "Advertising" the work of your research partners;
- Creating an environment for collaboration and action; and
- Securing commitments, both financial and strategic for collaborations.

BACKGROUND INFORMATION

Before you begin to plan a Donor Meeting, you need to know:

- Who are the key funders in a sector or region;
- What type of initiatives do these institutions support;
- Who are the most like-minded donors;
- Where can your organization have the most influence in its programming; and,
- What are the current issues, important innovations and new developments in a particular sector or region.

PLANNING A DONOR MEETING

A few things to consider first:

- Donor Meetings should be part of an overall partnering strategy.
- The strength of a Donor Meeting is not in its quick "turn around time" for partnering; instead, it is in its effectiveness as a relationship-building strategy.
- Therefore, it is imperative to clearly establish the key objectives of the Donor Meeting, and what your expectations for such meetings are (i.e. are you trying to raise awareness of your project as a first step in your Partnering Strategy, or are you attempting to make a pitch for funding?).
- You also need to consider who your "audience" will be. Will these donors already know of your work? Or will this be the first time you are in contact with them?
- Organizing a Donor meeting in collaboration with other organizations can increase your convening power.
- Donor Meetings are most effective:
 - When you are seeking partnerships for a large initiative.
 - When it will be cost-efficient.
 - When you allot plenty of time for planning, invitations, and follow-up. Preferably 4-5 months in advance.
 - When you contact on-site help (for example, the Canadian Embassy) and even visit the country before the meeting.

Template: Women's Rights and Citizenship Event Checklist

Women's Rights and Citizenship UN Commission on the Status of Women used this checklist to help organize tasks surrounding a major event.

	TASK	Deadline (Week of)	Officer Responsible	YES	NO	REMARKS
1.	Correspondence					
	Notes					
2.	Panel Program					
	Notes					
3.	Communications					
	Notes					
4.	Venue					
	Notes					
5.	Logistical Arrangements					
	Notes					
6.	Panel Set-up					
	Notes					
7.	CSW/IDRC Agenda					
	Notes					
8.	Panel Chairs					

	Notes					
9.	Arrangements for Meetings with strategic UN and other Agencies based in New York					
	Notes					
10.	Budget					
	Notes					
10.	Record Editing					
	Notes					
11.	PARTICIPANT FOLDER CONTENTS					
	Notes					
12.	Socials					
	Notes					
13.	Partnership Building					
	Notes					
14.	Follow-up activities					
	Notes					

Sample Evaluation Form - PAN All Conference

June 11-14, 2009 Penang, Malaysia

In designing this conference, PAN/IDRC chose alternative approaches and technologies to convene its partners and carry out different activities. In order to learn and improve on these approaches as well as evaluate their usefulness, your feedback would be valuable.

General Questions

The thing I **liked most** about this conference was? Why? _____

The thing I **liked least** about this conference was? Why? _____

I **Would** _____ **Would Not** _____ want to participate in a similar conference in the future. Why?

Outcome Areas

This conference worked towards achieving four outcomes. On scale out of 7 (7 being the highest score), to what extent do **you** think the outcomes were achieved:

Outcome Area	Poor				Excellent		
Taking stock of outcomes for PAN-supported projects (eg. Talk Show, Bringing about Change session etc.)	1	2	3	4	5	6	7
Providing a space for learning and knowledge exchange (eg. Learning clinics)	1	2	3	4	5	6	7
Identifying and discussing future research priorities (eg. Day 3 discussions)	1	2	3	4	5	6	7
Supporting networking among participants (eg. Social activities, design of sessions)	1	2	3	4	5	6	7

Based on your experience at the conference, what **contributed to the achievement** of one or more outcomes?

What, if anything, **limited the achievement** of one or more outcomes? _____

Conference Sessions

Which session did you like **most**? Why? _____

Which session did you like **least**? Why? _____

Online Activity

Did you participate in one or more pre-conference sessions in **Second Life**? ____ Yes ____ No

If not, was there a specific reason that you chose to not be involved? _____

If yes, what is one thing that could be done differently to improve future gatherings in Second Life?

Did you join the **online social networking space** set up for this conference? ____ Yes ____ No

If not, was there a specific reason that you chose not to? _____

If yes, how was **the online social networking space** useful to you (if at all)? _____

Concluding Questions

On a **scale of 7** (7 being the highest), I would give the **overall experience** of the conference ____?

The most important **follow-up action(s)** from this conference is: _____

Any additional comments? _____

Optional: If you would like to be contacted to discuss further your thoughts on the conference, please include your email address here: _____

Decision Making Process: conference funding requests

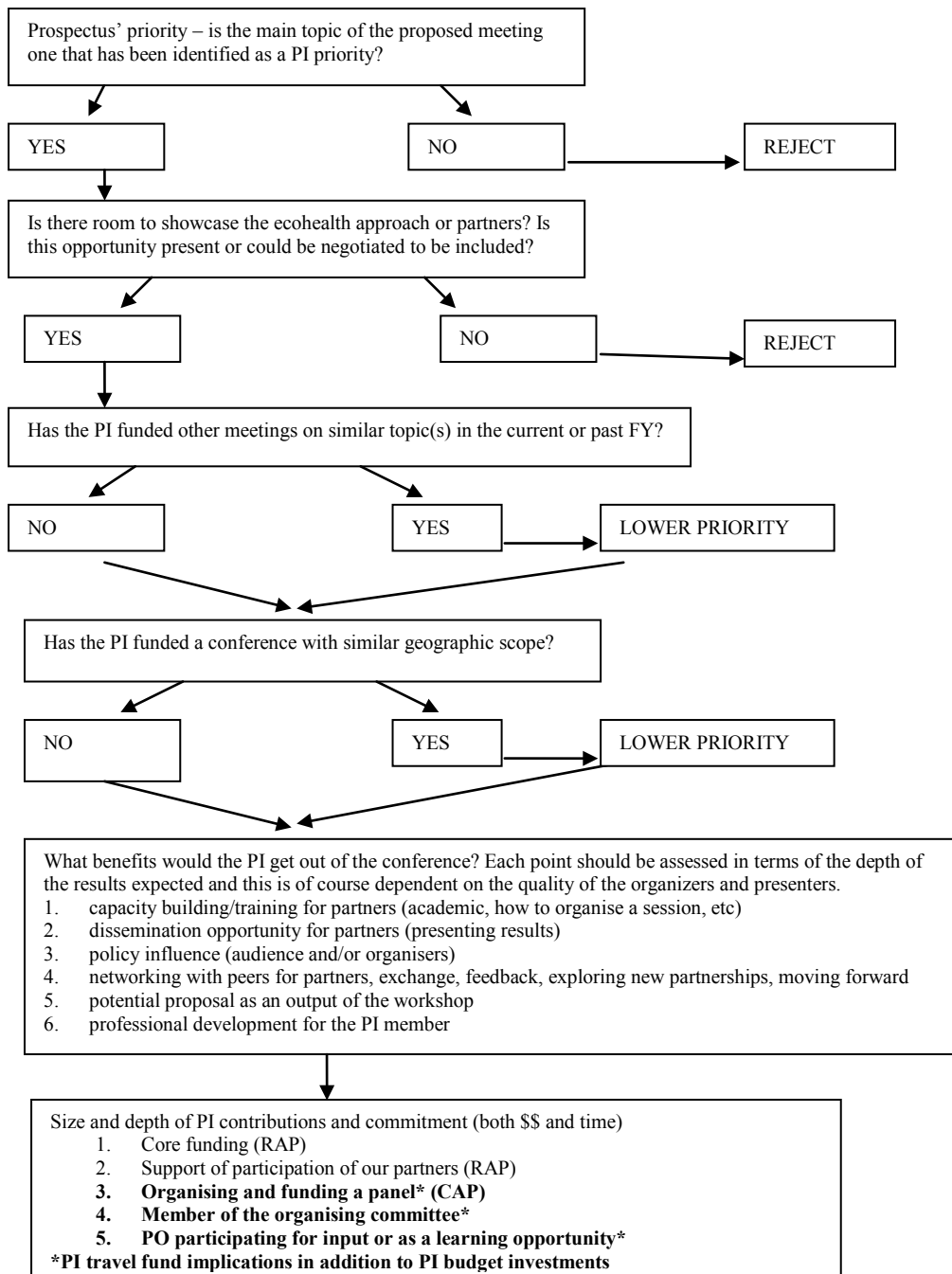
Funding of conferences: Experiences of the Ecohealth PI at IDRC

Background

Traditionally, the PI receives many requests to support conferences – to provide funding and/or for personnel to participate. In general, the team has been struggling with the reality that there are many conferences organized than we can fund all over the world even though they might be good for the team and its partners to participate in.

Flowchart of current decision making process dealing with funding requests for conferences

It is hoped that the flow chart below will allow the team to identify where there are points for improvement in the current process. The full document can be found in Annex ##.



Sample Event Organization Table

This sample was used by CCAA at COP 13

Task	Who	When	Notes
Get input on materials from IDRC comm. and other programs	Mary	Week of Oct 22-27	
Assemble and ship IDRC corporate materials	Isabelle Lacroix/ Francine Bouchard, IDRC comm. Division with input from UPE/ RPE/ Ecohealth/ and ASRO	As soon as we get consignment info, not yet available from UNFCCC	<ul style="list-style-type: none"> ▪ 400 IDRC CD rooms ▪ ENRM related In Focus titles (Suggest 30 books per title) 200 copies of... ▪ ENRM PI case studies relevant to climate change and adaptation ▪ Relevant Research that Matters fact sheets ▪ IDRC on...briefs ▪ Other?
Assemble/ ship CCAA program materials	Mary/ Toxi	As soon as consignment info available	<ul style="list-style-type: none"> • brochures • annual report • strategy booklet • Basic info summary sheet on all existing projects • 3/ 4 CCAA project profiles
Display hardware	Mary/ Dian	Suggest these travel as luggage	<ul style="list-style-type: none"> ▪ Mary to bring CCAA banner ▪ Dian to bring IDRC table top from Singapore
New info products	Mary/ IDRC comm. division/ Heidi (to do project summary sheet?)	Will have to travel with Mary so in print by Nov 30	<ul style="list-style-type: none"> ▪ IDRC on climate change ▪ CCAA project profiles ▪ Basic info summary sheet on all existing projects
Booth set up	Mary/ Dian with help from Victor/ Alioune	December 9 or 10	
Booth staffing	Dian/ CCAA staff in scheduled blocks	December 10-14	Schedule to be drafted in Bali with ref to other events/ meetings CCAA staff must attend
Booth tear down	Dian/ Mary with help from Victor/ Alioune	December 14	