

Evaluation Form

12th Stop TB Coordinating Board Meeting 18-19 April 2007 , Geneva, Switzerland

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 below using the 5-point scale. Check the number/response that best corresponds to your overall evaluation.

		Very Poor			Perfect	
		1	2	3	4	5
Pre-Meeting Arrangements						
1	Timely receipt & clarity of administrative information					
2	Response time for clarifications/assistance from Secretariat					
3	Pre-meeting access to information					
4	Arrangements for Stop TB Partnership/WHO-Sponsored participants					
Hotel and Transportation						
5	Transportation to/from Airport					
6	Reception and check-in at your Hotel					
7	Hotel rooms and service					
8	Travel around Geneva					
Meeting Arrangements						
9	Registration process					
10	Quality of the Coordinating Board folder (content)					
11	Venue of the meeting					
12	Meeting Room(s) set-up and ambience					
13	Quality of audio-visual systems					
14	Facilities at & efficiency of Meeting Secretariat					
15	Food & Beverage - Quality & Service					
16	Lunch Breaks					
17	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?

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3. Do you have suggestions about what could improve the next Coordinating Board meeting?

4. Do you have any additional comments?

THANK YOU