

NARRATIVE REPORT OF THE SEMINAR

Title of activity: ...

Type of activity:...

Date/duration of activity: ...

Venue:...

Number of participants:

Information of project staff: (If available)

Speaker(s): See attachment (Programme)

1. Objective(s)

[State the reasons of the seminar/ activity and what you think the organizers aimed to achieve with this activity.]

<min 1 paragraph>

2. Target group(s)

[Specify which group(s) of people they organized the activity for or which group(s) of people would benefit from this activity.]

<min 1 paragraph>

3. Description of methodology

[Describe in details the method(s) used to carry out the activity and whether you think the method is appropriate. Give suggestions.]

<min 1 paragraph>

4. Description of activity

[Provide an overview of the results of the activity, highlighting significant subjects, topics or conclusions of the activity.]

<min half page>

5. Analysis and evaluation of the seminar results

[Assess whether the activity has achieved the objectives as planned. Describe what you have learned from the seminar and any (positive or negative) consequences that have occurred as a result of the seminar.]

<min half page>

Your Name

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6. Management of the Seminar

[Assess whether or not the seminar is well planned, executed and publicized in a way that contributes to achieving the objectives]

<max half page>

7. Suggestions

[Based on your assessment of the results of the seminar activity, what should be added omitted or changed to improve the seminar, particular with regards to the seminar objectives.

<max half page>

Note: Feel free to write as much as you want.

Your Name