

**Training Event Reporting**

Organisers of EGI-related training events are asked to fill out and return this form to giuseppe.larocca@egi.eu after the each course they run.

The statistical data from the form is used to produce the Quarterly metrics of the EOSC-hub project.

The forms that are available at <https://documents.egi.eu/document/3296> can help to collect information for this report during the course!

**Notes** are always shown in *italic*.

**Text** that needs replacing is shown in **red** (if you wish to remove the red after editing then just remove the enclosing <span> tags).

If you find that you do not have the information available to fill in a section of this page then just delete the relevant part of the page.

**EOSC-hub Training Event Summary Report**

**Title**: Title

**Date**: Date of the event

**Short description**: Description

**Language(s) of talks**: Language

**Organiser name and email**: Name, Email

*Single paragraph highlighting issues important for monthly reports and reviews etc. Include brief description of attendee's backgrounds.*

**Location**: Location of event

*The location should normally be in the format "City, Country" or "Institute, City". The URL should normally point to an agenda maker page (usually with presentations attached). The text describing the URL should be the same as the URL. The length of event is normally measured in days.*

**URL (Agenda Maker)**: URL

**Length of event**: xxx days

(optional) **Local URL** (pictures of events, etc):

**Participants**

*This table should list the organisations the participants came from, the country of each organisation, and how many participants came from each organisation. Add as many extra lines as needed. Please also fill in the totals for number of participants and the number of countries the participants came from.*

|  |  |
| --- | --- |
| **Organization, Country** | **Number of Participants** |
|  |  |
|  |  |
|  |  |

Total number of participants: xxx

Total number of countries: xxx

*This section shows the answers to the feedback question: male or female?*

Male: xx.xx% Female: xx.xx% Didn't answer: xx.xx%

**Feedback Analysis**

*This table shows an analysis of the feedback scores. Please add extra rows for each event goals. If you did not have event material or lab exercises then please remove these lines. The n=xxxx refers to the number of responses received.*

|  |  |  |
| --- | --- | --- |
| Course Component | Average value (1: poor – 6: excellent) | Standard Deviation (n=xxx) |
| Objective: Description | xxx | xxx |
| Overall | xxx | xxx |
| Presentations | xxx | xxx |
| Lab exercises | xxx | xxx |
| Advertising and Registration | xxx | xxx |
| Facilities | xxx | xxx |