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RECEIVED BY: NOVA Ann

ADMINISTRATIVE ORDER

No. 13
Series of 2012

SUBJECT : GUIDELINES IN THE HOSTING OF REGIONAL/ INTERNATIONAL MEETINGS AND CONFERENCES

I. Rationale

In recognition of the substantive functions and activities of the Department to fulfill its international commitments, there is a need to come up with protocols that spells out the roles/responsibilities of the various Offices, Bureaus and Services (OBS) in the organizing and hosting of events to ensure its effective and efficient management.

Taking off from the recently concluded First ASEAN Social Work Consortium (ASWC) Conference organized by the DSWD, this guide outlines the specific functions and contributions of each OBS to the overall operations and successful conduct of international meetings/ conferences.

II. Objectives

- A. To define the roles, responsibilities and functions between and among various OBS and the activity proponent in carrying out the preparatory, actual conduct and post/ follow-up activity of international conferences and meetings to ensure its success and smooth implementation; and
- B. To identify good practices and lessons gained in conference implementation and replication of positive experiences for future hosting commitments.

III. Definition of Terms

- A. Conference – refers to a meeting for consultation or discussion and venue for exchange of views on a particular topic/ area of concern. In the context of DSWD, this would usually have to do with regional and international conferences including delegate/s from various external organizations and countries.
- B. Forum – refers to a medium/ venue in which people dialogue and talk about issues/ concerns, especially of public interests.
- C. Hosting – refers to the act of receiving guests in social and official capacity, arrangement for resources and other such arrangements to ensure the effective and efficient conduct of the activity.
- D. International – refers to activities that involve and call for interaction of participants coming from more than one country.

- E. Liaison Officer - A person who coordinates and provides assistance to facilitate safe and smooth arrival and departure concerns of foreign delegates.
- F. Meeting – refers to the process of coming together as an assembly for a common purpose; Gathering of people convened to achieve a common goal through interaction.
- G. National – refers to those limited to and within the interests of the Philippines.
- H. Proponent – An office or organization that identifies develops and conceptualizes the proposals/ activities to be implemented. The proponent is the overall manager and responsible for the preparation, monitoring, coordination of the activity/ conference.
- I. Regional – Within the context of a specific area (e.g. Asia Pacific Economic Cooperation or “APEC” and Association of Southeast Asian Nations or “ASEAN”).
- J. Secretariat –refers to the group of lead organizers responsible for the overall preparation and coordination between and among concerned parties for the conduct of the conference/meeting/forum/ seminar/ workshop.
- K. Seminar – refers to usually a large group activity with a presentation/ discussion on a specific facet, knowledge or skills. Seminars tend to utilize various types of interaction including lecture and discussion.
- L. Workshop – refers to an area of interaction, hands on exercises where participants learn and practice the knowledge and skills gained.

IV. Coverage

The guidelines shall cover hosting of all DSWD Central Office national, regional and international meetings/ conferences.

V. Institutional Arrangements

A. Proponent OBS

The proponent or overall OBS in charge of the activity should be headed by its concerned Director. Recognizing that OBS may conduct and host international/regional activities, this guideline can be utilized in the future. *(Please refer to Annex A for a Checklist of Meeting/ Conference requirements).*

The proponent will be the lead and point person responsible for the conduct of preparatory and coordination inter-office meetings that will outline the roles and responsibilities of relevant offices to support the conduct of the activities.

The proponent will be responsible specifically for organizing and coordinating cultural and social activities as well as calling for a post assessment and evaluation meeting within one-week following the conduct of the activity. This meeting will develop a report on lessons learned and highlights of the meeting/ conference.

A guide/ sample of the evaluation form (*Annex C*) may be utilized by proponents during their evaluation meeting that will seek to call out the strengths and weaknesses from the preparatory stage, activity proper and next steps.

The National Organizing Committee (NOC) will be the overall committee/ structure with representatives from various OBS to be gathered and led by the proponent. (*Please refer to Annex B for the detailed roles and responsibilities of each office*).

B. Standard Procedures and Protocols

All proponents shall coordinate with the External Affairs Division (EAD) of the Policy Development and Planning Bureau (PDPB) as the Department's link to international organizations and official secretariat to regional/ international commitments. EAD will be responsible in facilitating the issuance of official communications between DSWD and international organizations.

The EAD will work in close coordination with the Department of Foreign Affairs (DFA) Protocol Officers, Bureau of Immigration, Airport Authorities and other relevant agencies regarding standard procedures, protocols and other arrangements relevant to the conduct of international meetings/ conference participated by foreign delegates.

C. Liaison and Courtesy

The Standards Bureau (SB) shall be responsible for assigning Liaison Officers (LO) who will be meeting and sending off of the foreign delegates. It is recommended the LOs be composed of OBS representatives who are physically fit and can render services during night schedule since they may be tasked to assist the delegates with their luggage and late travel depending on arrival/ departure schedule. In addition, assigned LOs should exhibit good communication skills to provide required assistance to foreign delegates.

D. Transportation, Equipment, and Security

The Transportation, Equipment and Security shall be headed jointly by the SB and the Administrative Service (AS). The AS shall be responsible in handling the request and arrangements of DSWD vehicles, equipment requirements, and provision of logistical services and coordination for security.

The SB will be tasked to handle the deployment and other arrangements for rented/ outsourced vehicles and dispatch and assigning LOs for airport transfers such as airport pick-up and drop off of delegates.

E. Supplies and Procurement

The Procurement Service (PS) shall handle the procurement of goods and services and other logistical requirements (i.e. supplies, equipment requirements, board and lodging and consultancy) as requested by the proponent bureau. They shall also provide technical assistance/guidance to the proponent bureau in terms of specifications and required documents in order to facilitate the requests. The PS shall also provide assistance as Secretariat in coordinating with the Bids and Awards Committee (BAC) and other relevant persons.

F. Registration

The Capacity Building Bureau (CBB) shall be designated to handle the registration function for the conduct of the activity including the logistical requirements such as preparation of attendance sheets, name plates, conference IDs and certificates (appearance, participation, appreciation, recognition whichever is necessary), packaging and distribution of conference materials and kit to the participants. CBB will also be responsible in finalizing the directory of participants and guests.

G. Publicity

The Social Marketing Service (SMS) will handle the arrangement of the publicity and coordinate with the proponent OBS regarding the arrangements for the Press Conference. SMS will prepare draft press releases, promotional materials and conference statements in close coordination with the proponent.

H. Finance and Accounting

The Financial Management Service (FMS), as the central OBS handling financial concerns, especially accounting, will provide technical support through finance/accounting officers and special disbursing officers as well as ample guidance in preparations and payment requirements in accordance with existing budgeting, accounting and auditing rules and regulations such as the required documents, non/allowable expenses, timelines and other relevant information.

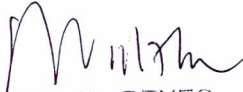
I. Bids and Awards Committee

The Bids and Awards Committee (BAC) will guide, assist and undertake the procurement process including goods and consulting services that may be required by the project. BAC will be in close coordination with the Proponent and other relevant offices for requirements and documentation that may be necessary.

Issued in Quezon City, this 31st day of October 2012.


CORAZON JULIANO-SOLIMAN
Secretary

Certified Copy:


MYRNA H. REYES
Officer In-Charge
Records Unit

ANNEX A

Check List for the Host to Prepare for a Regional/ International Meeting/ Conference

I. Conference Hall/ Meeting Room Requirements:

1. Country Plates, Table Flags (flaglets) and Large size Flags of all Countries and regional cooperation
 - For ASEAN, +3 countries' plates and flags include those of China, Japan, ROK.
 - For APEC, only the APEC logo/ flag and host country need to be displayed.
 2. Plates for the Secretariat/s, other participating organisations, "Chairperson" and "Co-Chairpersons" should also be prepared, if applicable.
 3. For ASEAN Meetings, the seating arrangement is "U shape" in alphabetical order starting from Chairperson's left-hand side (Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, Viet Nam and ASEAN Secretariat). ASEAN Secretariat must be on the same side as Viet Nam. The same order is maintained for flag arrangements. Other observing organisations can sit in between Viet Nam and ASEAN Secretariat.
 4. The registration/ document table should be free from clutter and always staffed to assist participants and guests.
- ❖ There may be a technician on stand-by to assist as dedicated operator for the LCD as well as fix any technical problems during the meeting.
- ❖ The Meeting, if held in plenary, should display the flags in the meeting room with a background banner stating the Meeting, for example, as follows:

**The Seventh ASEAN Committee on Women (7th ACW)
22-23 October 2008, Ha Noi, Viet Nam**

Detail/ Requirement	Status
<input type="checkbox"/> Room Layout	
<input type="checkbox"/> Ventilation	
<input type="checkbox"/> Comfort Rooms	
<input type="checkbox"/> Coffee and Snacks Area	
<input type="checkbox"/> Whiteboard/ blackboard	
<input type="checkbox"/> Secretariat Area	
<input type="checkbox"/> Breakout Rooms	
<input type="checkbox"/> Equipment <ul style="list-style-type: none">○ Projector/ LCD and laptop for presentations○ Conference Microphones○ LCD Screens	

Detail/ Requirement	Status
<ul style="list-style-type: none"> ○ Lectern ○ Flagpole/s, flags, and flaglets ○ Printer ○ Scanner ○ Copier ○ Fax Machine ○ Camera and/ or video camera ○ Recorder ○ Wireless internet kit ○ Others 	
<input type="checkbox"/> Others	

II. Accommodations/ Board and Lodging:

1. Details of the venue should be shared once available, preferably well ahead of the conduct of the conference.
 - Include in the general information/ administrative notes what will be shouldered by the organizers
2. Block-booking of hotel accommodation for the delegates based on information from registration forms.
3. Prior consideration should be given to accommodations for international visitors. Venue chosen should be within a secure location and preferably accessible through various means of transport.
 - Factors such as distance from the airport; designation/status/ of the participants and guests; accessibility, and nature/quality of accommodations in terms of billeting standards, amenities and geographical considerations.

Detail/ Requirement	Status
<input type="checkbox"/> Rooming Arrangement	
<input type="checkbox"/> Reservations and venue contract	
<input type="checkbox"/> Amenities	
<input type="checkbox"/> Facilities (gym, chapel, clinic, etc.)	
<input type="checkbox"/> Others	

III. Meals

1. The registration form should indicate the dietary requirements and allergies and will serve as the basis for developing the menu of the conference
 - Halal food/ preparation are a standard for international conferences and a good variety of viands, vegetables and sweet/ semi-sweet desserts should be provided.
2. It is standard to have place cards of the main ingredients of food for the information of guest as well as indicate if the food is spicy, sour and other such details.

Detail/ Requirement	Status
<input type="checkbox"/> Meal Requirements and Special Dietary needs	
<input type="checkbox"/> Menu	
<input type="checkbox"/> Free flowing coffee	
<input type="checkbox"/> Scheduled service	
<input type="checkbox"/> Place cards indicating food and ingredients	
<input type="checkbox"/> Complimentary water in rooms	
<input type="checkbox"/> Designated meal service area	
<input type="checkbox"/> Nuts, chips, candies (during sessions)	
<input type="checkbox"/> Halal and other meal services	
<input type="checkbox"/> Others	

IV. Kits and Learning Materials

1. The Secretariat/ organizer provides document/ material kits for each of the delegates.
2. Materials and presentations should be secured by the organizers well ahead of time to enable loading of e-copy external devices and/or printing of materials.
3. It is standard that all materials provided be in PDF format when finalized and circulated.
4. The administrative notes are vital reference documents for all participants. It usually contains details on recommended attire so participants observe proper dress code at all times. Other relevant information including foreign exchange rates, weather and temperature should be shared. Administrative Notes should be distributed to all participants well ahead of time and prior to the conduct of the activities.

Detail/ Requirement	Status
<input type="checkbox"/> Programme of the Meeting	
<input type="checkbox"/> Provisional Agenda	
<input type="checkbox"/> Directory/ list of Participants (based on the registration of delegates)	
<input type="checkbox"/> Name tag	
<input type="checkbox"/> Evaluation Form	
<input type="checkbox"/> Invitations for social functions, if any	
<input type="checkbox"/> Writing pad and pen	

<input type="checkbox"/> E-copy of materials (i.e. USB, CDs etc.), if necessary	
<input type="checkbox"/> Administrative notes containing all necessary information on the activity, financial arrangements, host country and venue of Meeting	
<input type="checkbox"/> Important phone numbers (embassies, emergency numbers, etc.)	
<input type="checkbox"/> Meeting documents, i.e. papers, presentation slides, resource materials, visual aids, posters	
<input type="checkbox"/> Others	

V. Supplies and other Conference Materials

1. The secretariat is responsible for coordinating the smooth functioning of the Meeting and assisting the delegates.
2. Reproduction and distribution of meeting documents is the responsibility of the host and secretariat. One readily accessible secretariat room equipped with personal computers, printer, internet connection and photocopy machine should be available at the venue and located near or next to the Meeting room. Technicians/operator for the photocopier, computers and printers are requested to be on standby.
 - For ASEAN Meetings, the ASEAN Secretariat will prepare the report of the meeting and also be on hand to assist the Chair in facilitating the meeting's discussion, should s/he require assistance. ASEC is also responsible for the letter of transmittal.
 - Usually the Report and its annexes are in CD-ROMs/ USBs to be given away to delegates (2-3 per country) before their departures. The host is requested to be prepared with blank CD-ROMs/ USBs.
3. Circulation of the following, through the External Affairs Division:
 - Invitation, general information, programme of activities, provisional agendas and registration form to Member Countries and other guests.
 - Programme of activities include the meeting schedule, dinners and activities to be hosted, venues, etc.
 - Programmes, to be consulted with Regional Secretariats and Regional Counterparts, if necessary.

Detail/ Requirement	Status
<input type="checkbox"/> Conference Documents <ul style="list-style-type: none"> ○ CV/ Resume of guests ○ Invitation (participants, resource persons, guests) ○ TOR for resource persons and other professionals ○ Request for procurement, payment/check preparations, transportation etc. ○ Attendance Sheets ○ Registration forms ○ Invitation for conference and/or socials 	

<ul style="list-style-type: none"> ○ Certificates (participation, appearance, appreciation, attendance etc.) ○ Authority and special order/s ○ Participants' flight/ bus schedules 	
<input type="checkbox"/> Paper (plain bond, long bond, Manila, parchment, coloured, cartolina etc.)	
<input type="checkbox"/> Tape (masking, scotch, mounting etc.) and glue	
<input type="checkbox"/> Pins, clips	
<input type="checkbox"/> Puncher, stapler (staple wire), scissors, cutters	
<input type="checkbox"/> Laser pointers	
<input type="checkbox"/> Folders and envelopes	
<input type="checkbox"/> Pens, pencils and markers (permanent/ whiteboard) and erasers	
<input type="checkbox"/> First aid kit	
<input type="checkbox"/> Blank CDs/ USBs	
<input type="checkbox"/> Audio/ Visual presentations (for ice breakers, Anthems and background music)	
<input type="checkbox"/> Name/ place cards	
<input type="checkbox"/> Extension cords	
<input type="checkbox"/> Others	

VI. Other reminders

1. **Socials and cultural programs.** Welcome dinner and any other social programmes (e.g. city tour, study visit, spouse program) are optional.
2. **Transportation and Scheduling Considerations.** Visiting delegations should be provided with assistance from the airport. LOs should be readily identifiable to avoid unnecessary delays. Flight details of delegates/guests which include arrival and departure schedules, location and flight number should be consolidated and coordinated to designated LOs.
3. **Introductions.** Review and be mindful of formality when introducing guests. Cultural practices relative to handshakes, bowing, etc. should be taken into consideration. Titles and positions often carry more prestige in some cultures. Always be prepared with an adequate supply of business cards to exchange with guests.
4. **Gifts/ tokens.** The proponent is responsible for arranging appropriate gifts/ tokens and coordinating presentation arrangements for visiting guests/delegates.
5. **Meals.** Observe specific meal requirements of participants (i.e. Halal or vegan preferences). Labels on all food including main ingredients should be reflected.

6. **Reception.** Place cards are should be provided to guide guests/delegates in their designated seats. Ushers are recommended to be present at all times to assist guests/ participants when necessary.
7. **Special Services.** Prior to the arrival of guests/delegation, establish and ensure translation services for visitors whose language preference is other than English. Other disability services should also be planned for when necessary.
8. **Administrative Notes.** Attire should be reflected in the administrative notes so participants observe proper dress code at all times. Other relevant information including foreign exchange rates, weather and temperature should be shared. Administrative Notes should be distributed to all participants well ahead of time and prior to the conduct of the activities.
9. **Protocol.** It is standard that during the opening ceremonies of Meetings/ conferences, the guest of honour, usually a high-ranking official in the Ministry concerned delivers an opening speech, attended by delegates. This event can be covered by the media at the host discretion.

ANNEX B

SPECIFIC ROLES AND RESPONSIBILITIES OF EACH OBS

OFFICE	NATURE OF RESPONSIBILITY	ROLES/ EXPECTATIONS
<p>External Affairs Division (EAD) – Policy Development and Planning Bureau</p>	<p>External Affairs and Official Link to International Organizations</p>	<ol style="list-style-type: none"> 1. Provides support to the development and implementation of projects/ activities for regional/ international commitments; 2. Coordinates with the Standards Bureau (SB) and Department of Foreign Affairs (DFA) Protocol Officers, Airport Authorities and Bureau of Immigration for standard procedures and protocols; 3. Functions as the official Department link to regional/ international organizations; and 4. Issues official communications between DSWD and regional/ international organizations.
<p>Proponent</p>	<p>Overall Office-In-Charge</p>	<p><u>Pre-meeting roles/responsibilities include:</u></p> <ol style="list-style-type: none"> 1. Organization of the National Organizing Committee (NOC) with representatives from various OBS to plan and track of progress /status of preparations, identify challenges and agree on means to resolve such challenges. 2. Prepares and develops of the following documents: <ol style="list-style-type: none"> i. conference design which includes Facilitator’s Guide ii. activity proposal iii. RIS/PR for the requirements iv. TOR for the hiring of consultant as facilitator v. Proposed Menu 3. Issues invitations and confirmation of participants and resource persons at least two (2) months before the activity; 4. Conducts ocular visits to possible venues; 5. Consolidation of a directory of focal persons involved to be distributed to all concerned persons;

OFFICE	NATURE OF RESPONSIBILITY	ROLES/ EXPECTATIONS
		<p>6. Coordinates with the Office of the Secretary the availability of the Secretary;</p> <p>7. Develops and reproduces of the following documents:</p> <ul style="list-style-type: none"> i. Administrative notes and house rules ii. Conference/ Program of Activities iii. Conference Guide and workshop/ forum mechanics (in coordination with contracted individual, if any) iv. Papers and presentations <p>8. Prepares drafts of press releases and conference statements;</p> <p>9. Coordinates with FMS for the designation of special disbursing officer and finance officer;</p> <p>10. Coordinates with venue regarding food and accommodation requirements of guests (i.e layout, seating arrangements etc.)</p> <p>11. Arranges the learning visits with the following responsibilities:</p> <ul style="list-style-type: none"> i. Preparation of the tour itinerary and signages to be used; ii. Conduct of dry runs to ensure time management and efficient flow of activities; iii. Preparation of necessary budget for entrance fees, food etc. iv. Identification and coordination with tour escorts/ ushers; and v. Coordination with the Department of Tourism (if necessary) and transportation requirements. <p>12. Prepares and coordinates the social and cultural activities including:</p> <ul style="list-style-type: none"> i. Invitations and program for the cultural/ social activities; ii. Tokens for host agencies/ performers; iii. Identification and screening of possible performers; iv. Coordination with other agencies/ organizations (Department of Tourism); v. Identification of the Master of Ceremonies for the program; and vi. Coordination of the venue requirements of performers.

OFFICE	NATURE OF RESPONSIBILITY	ROLES/ EXPECTATIONS
		<p><u>Actual-meeting roles/responsibilities include:</u></p> <ol style="list-style-type: none"> 1. Continuous coordination with the venue, various committees, facilitation team, officials and other relevant groups; 2. Assists in time management and efficient implementation of program of activities. 3. Conducts day-end evaluations with the conference team; and 4. Distribution of meeting reports of the conference/meeting (in hard and electronic copies through CDs/Flash drives/USBs). <p><u>Post-meeting roles/responsibilities include:</u></p> <ol style="list-style-type: none"> 1. Coordination with other relevant agencies on follow through actions following the conference/ meeting; 2. Coordinates receipt of documentation and other post-conference materials within the agreed schedule; and 3. Arranges the post-evaluation activity following the conduct of the meeting/ conference.
Administrative Service	Transportation	<ol style="list-style-type: none"> 1. Coordination with the proponent on travel schedules of participants, guests and performers; and 2. Arrangement and coordination of payment of the outsourced transportation services, if necessary. 3. Manages schedule of DSWD vehicles and drivers for airport-hotel transfers; 4. Ensures standby and available vehicles are present during the conduct of the meeting/ conference; and
	Security	<ol style="list-style-type: none"> 1. Arranges for security with internal or external offices/ agencies. 2. Processes of equipment to be borrowed (i.e. gate passes etc.) and everything is returned in good working condition; and 3. Ensures proper coordination with proponent, security agencies, transportation focals etc.

OFFICE	NATURE OF RESPONSIBILITY	ROLES/ EXPECTATIONS
	Equipment	<ol style="list-style-type: none"> 1. Coordination with the proponent on equipment needed for the duration of the conference; 2. Ensures that the equipment is in good working condition with all the necessary components; and 3. Assists and facilitates the accomplishment of required documents especially the gate pass for needed equipment.
Procurement Service	Supplies and Procurement	<ol style="list-style-type: none"> 1. Canvases required materials and supplies; 2. Coordinates with the supplier on delivery dates and costing; and 3. Ensures quality control and checks materials upon delivery.
Standards Bureau	Liaison and Courtesy	<ol style="list-style-type: none"> 1. Submit the names of assigned LOs and a photocopy of their identification cards (with pictures) to EAD at least 2 weeks before the conduct of the activity for onward submission to DFA and the airport authorities for facilitation of VIP and vehicle passes. 2. Coordinates with the proponent on flight/ bus schedules of participants and with the AS on vehicles; and 3. Assists the proponent in securing needed conference materials (i.e. flaglets from DFA); and 4. Assists in ushering for cultural/ social activities.
	Transportation	<ol style="list-style-type: none"> 1. Coordinates with the proponent on travel schedules of participants, guests and performers; and 2. Arranges the schedule and dispatch of LOs and outsourced vehicles for airport-hotel-airport shuttling.
Capacity Building Bureau	Registration	<ol style="list-style-type: none"> 1. Preparation and distribution of materials and the conference kit of participants, which usually contains: <ol style="list-style-type: none"> i. Program of Meeting or Provisional Agenda ii. Registration and evaluation forms iii. Attendance sheets and Conference ID iv. Writing notebook/pad and pen

OFFICE	NATURE OF RESPONSIBILITY	ROLES/ EXPECTATIONS
		<ul style="list-style-type: none"> v. Administrative notes and guides including important information vi. Meeting documents, i.e. papers, presentation slides. <p>2. Coordination with the proponent office for the master list of participants and in the preparation of the final attendance sheets and other related requirements.</p> <ul style="list-style-type: none"> i. Preparation and confirmation of names for certificates (participation, attendance/appearance, appreciation, recognition etc.) ii. Directory of Participants <p>3. Manages the registration table and assist participants upon registration;</p> <p>4. Escorts/ ushers participants into the meeting/ conference hall; and</p> <p>5. Develops final attendance list/ directory.</p>
Financial Management Service	Payment of reimbursement claims (travel and DSA)	<p>1. Assignment of a dedicated Accounting Officer and Special Disbursing Office, if necessary, to assist the Secretariat in handling collection and review of documents for the reimbursements, preparation of payrolls and pay-out (as scheduled).</p>

ANNEX C

[LOGOS]

[Title of the Activity]

[Date]

[Venue]

Conference Evaluation Form

Thank you for your participation in the _____. To assist us and future organizers of this conference, kindly fill out this short evaluation form and return to the Secretariat. We value your feedback regarding your experience in this conference as it will help us to improve any related activities.

Name (Optional) _____

Country (Required) _____

Please check your corresponding status of representation (Required):

Delegates:

[List various types of representation]

___ [Academe]

___ [Student]

___ [Professional]

___ Others¹: _____

Please evaluate this activity by checking the appropriate rating

AREAS	STRONGLY DISAGREE	DISAGREE	UNDECIDED	AGREE	STRONGLY AGREE
	1	2	3	4	5
CONTENT AND SUBSTANCE					
1. The content of conference presentations was informative.					
2. The Conference provided useful and relevant information.					
3. The Conference was a source of new ideas.					
4. The program was appropriate and well structured.					

¹ Organizers may wish to have observers/ guests accomplish a different set of evaluation forms to allow organizers to contextualize results. Evaluation forms may even be color coded.

AREAS	STRONGLY DISAGREE	DISAGREE	UNDECIDED	AGREE	STRONGLY AGREE
	1	2	3	4	5
5. The delegates actively took part in the plenary discussions.					
6. The delegates actively took part in the workshops.					
FACILITATOR					
1. The facilitator was knowledgeable in the subject matter.					
2. The facilitator was able to manage the flow of the program and managed the time effectively.					
3. The facilitator was interesting and captured my attention.					
4. All participants were given opportunities to express their views.					
5. The facilitator had excellent communication skills.					
ADMINISTRATIVE CONCERNS					
1. The Secretariat was helpful in ensuring the effective and efficient conduct of the conference.					
2. The schedule provided for timely breaks, fruitful sessions and ample activities.					
3. The materials provided were functional and informative.					
4. The accommodations/venue were satisfactory.					
5. Please rate the following: (1 as the lowest and 5 the highest)					
Space					
Food					
Service					
Amenities (wifi etc)					

Were the conference objectives achieved?

What are the facilitating factors that contribute to the success of the activity?

What are the hindering factors in the conduct of this activity?

I was satisfied with the way the Conference was handled. Yes No
Please explain briefly.

What are the suggestions to improve conduct of similar activities in the future?

Many thanks for completing this form.

