



# CSC Alumni Associations

## Event feedback template

It is good practice to gather feedback from event attendees about how they engaged with the event, what they felt went well or could be improved, and whether they would attend future events.

Below is a template feedback survey which you may wish to adapt and share with attendees. You can use online survey tools, such as [SurveyMonkey](#), for this. Please ensure whatever tool you use, respondent feedback is securely stored.

You should share a summary of any feedback gathered with the Alumni Team/British Council and you can do this via the [event report](#).

The Alumni Team/British Council can also create and send out a questionnaire on your behalf.

1. What were your motivations for attending this event? Please tick as many options as are relevant.

- Interested in the event topic
- Relevance of the event topic to my studies and/or work
- Opportunity to learn something new or advance knowledge
- Opportunity to meet new people
- Professional networking
- Other (please provide details)

2. Please rate the following aspects of the event:

	Very poor	Poor	Average	Good	Very good
Content covered in the event					
Relevance of the event content to the advertised topic					
Quality of the speaker(s)					
Opportunity to participate (for example through Q&A session, group discussion)					
Opportunity to network and meet new people					

Please share any further comments on the aspects listed above. (Open comment)

3. Overall, how would you rate this event?
  - Very good
  - Good
  - Average
  - Poor
  - Very poor
  
4. How did this event meet your expectations?
  - Greatly exceeded expectations
  - Exceeded expectations
  - Matched expectations
  - Met some expectations
  - Did not meet my expectations
  
5. What did you enjoy most about this event?
  
6. What would you improve about this event?
  
7. To what extent do you feel you have learned something new or advanced your knowledge in the topic area discussed?
  - To a large extent
  - To a moderate extent
  - To a small extent
  - To no extent

Please provide examples of anything new you learned as a result of the event or ways in which the event has advanced your knowledge in the topic area discussed.

8. Would you be interested in attending CSC Alumni events in future?  
If no, please provide further details.
  
9. If we were to organise alumni association events in future, what type of event would you like to attend? Please tick as many as are relevant and answer for face-to-face events.
  - Topical lecture
  - Panel discussion
  - Workshop
  - Networking
  - Other (please provide further details)

If there are any topics you would like to see covered in future events, please provide further details.

Thank you for taking the time to complete this survey; your contribution is highly valued.