CONFERENCE EVALUATION FORMS

(June 2010 – Revised March 2014)

Following a recommendation from the recent Internal Audit Report, the NES Events Team and eForms Service have produced two standard template event evaluation forms to collect feedback from Leads and Delegates after all NES events. This includes events organised for NES staff only but excludes training events where feedback forms would be provided and reviewed by whoever delivers the course.

EVENT LEAD FORM

Event leads must complete the Event Lead Form which can be accessed via the following link. This form has been set up via NES eforms.
http://www.nes.scot.nhs.uk/media/5138/611-eventleadquestv02.pdf

Please remember that, in light of the recommendation from the Internal Audit, completion of the Event Lead Form is mandatory.

DELEGATE EVALUATION FORM

The delegate evaluation template form has been produced using an online form design software called QuestBack which enables event administrators to automate initial invitation and reminders emails as well as manage data collection and reporting of the feedback received. More information on how to use this software can be found on the following intranet page:
http://intranet.nes.scot.nhs.uk/IT/eForms/QuestBack.asp

Alternatively, please contact a member of the eForms Team on 0141 223 1623 (direct dial).

The content of the Event Lead Form is fixed, however the Delegate Form can be customised to suit your event. The template content is the minimum level of detail to be collected**.**

Delegate Template Preview:
https://web2.questback.com/Quests/QuestDesigner/PreviewPage.aspx?QuestID=4450058&sid=VxIJJgxkgT

Accessing the Template in QuestBack.

1. Log in to Questback
2. Click on 'Quests' tab
3. Scroll down to 'NES Standard Form Templates' and click
4. Click on 'Event Evaluation'
5. Tick box next to 'Event Evaluation Form Template THIS IS A TEMPLATE ....'
6. Press 'duplicate' button
7. Save to appropriate folder
8. Amend, add and delete questions accordingly

If you require help in setting up your event evaluations form through QuestBack, please contact the eForms Service: 0141 223 1623 (direct dial).