

# Format FINAL REPORT EAAE seminar

Version 2, December 14<sup>th</sup>, 2016

Within one month following the EAAE seminar, the organisers should send a final report on the seminar to the Secretariat of the EAAE by email to [eaee@wur.nl](mailto:eaee@wur.nl)  
The report should contain the following order and content:

*(1) Administrative proceedings, which should include:*

- List of all participants with addresses (name, address, country, email address) and Yes/No new member of the EAAE)
- Total number of papers and posters received
- Total number of papers and posters accepted
- Acceptance rate of the papers and posters

*(2) A one-page summary of the seminar for publication on the EAAE Website and in the EAAE Newsletter including:*

- If proceedings are published please indicate the publisher
- Contact person for additional questions on the seminar (this may be a different person from the one who acted as contact person during the organisation of the seminar).

*(3) Evaluation:*

The EAAE would like to improve the quality of future seminars by learning from previous ones. Therefore, the organisers are asked to provide feedback to the Secretariat in the form of reactions to the questions below:

- Do you have any comments or suggestions for improvement regarding the support from the EAAE Secretariat?
- Do you have any comments or suggestions for improvement regarding the interaction between the EAAE Secretariat and the organisers of the seminar?
- Which, if any, parts of the guidelines for organising an EAAE Seminar could be improved or clarified?
- Were any difficulties found executing the guidelines for organising an EAAE Seminar? (e.g. because of difficulties with compliance, irrelevance etc)
- Is there any additional information that might be important to the EAAE Secretariat?

*(4) Organisation:*

At the end of the report, please state the name(s) of the person(s) who organised the Congress with their e-mail and postal address(es), as well as the address where EAAE members can order the proceedings.