It is always a great idea to do a survey after an event to gather information on how successful the event was and to make future editions even better.

This template covers the basic sections and question of an after-event-survey for participants, organizers and speakers. Feel free to use and change it to be suitable for your event, and integrate it in an online form.

1. Section – background of the person

- How old are you?
    - < 20
    - 20-25
    - 26-29
    - 30-39
    - 40-49
    - > 50
    - Do not want to say
- Which groups do you consider yourself belonging you ?
    - Professional
    - PhD student
    - Postgraduate
    - Master Student
    - Professor/Researcher
    - None of the above
- What was your role in the event?
    - Organizer
    - Staff
    - Speaker
    - Participant
- What is your gender?
    - Female
    - Male
    - X
    - Prefer not to say

2. Section – Personal Experience

- How did you join the event?
    - On-site
    - Zoom
    - Live Stream
    - I did not participate
- How was the video quality online?
    - Scale from 1-5 (bad to very good)
- How was the audio quality online?
    - Scale from 1-5 (bad to very good)
- How was the participation fee for you?
    - Scale 1-5 (too low – too high)
- How many keynotes did you attend?
    - 1-4
    - 5-10
- How many questions did you ask during the event?
    - Scale 1-10

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- What would have stimulated you to ask more questions?
    o Text answer
- Where the hands-on parts (challenges) suited for your knowledge?
    o Scale 1-5 (bad to very good)

3. Section – Interaction

- With how many people did you interact during the event?
    o Scale 1-10 (10 means >=10)
- With how many people do you expect to stay in contact after the PhD school ?
    o Scale 1-10 (10 means >=10)
- What did you like the least about the event?
    o Text answer
- How could we improve the event?
    o Text answer
- What did you miss in the program?
    o Text answer

3. Section – Social Media

- Did you know that there is a hashtag for the event
    o Yes/No
- How many tweets on twitter did you send before, during and after the event?
    o Scale 1-10 (10 means >=10)
- How many posts on LinkedIn did you send before, during and after the event?
    o Scale 1-10 (10 means >=10)
- How many posts on Facebook did you send before, during and after the event?
    o Scale 1-10 (10 means >=10)
- How could we motivate people to communicate more over the event?
    o Text answer

4. Section – Future

- What would you tell your friends when they ask you if it makes sense to participate in one of the future editions?
    o Text answer
- Which topics would you propose for future editions?
    o Text answer
- How can we make the Future-IoT series better known?
    o Text answer
- What would be our preferred months for the next edition?
    o Text answer

5. Section – The GFA

The GFA is a sponsor of the Future IoT Summer School and is trying to foster German-French and European exchange in superior education and research. Check our website for more info: https://www.future-industry.org/

The GFA usually sends out 2 newsletters a year and a few mailings regarding interesting events. To opt-out from our mailings, please follow the link and insert your email address there: https://forms.gle/tSyC9Jpi2qzqiKki7

- Did you know about the GFA and its projects before this event?
  o Yes/No
- Would you like to attend more French-German events?
  o Yes/No
- How can we make the GFA better known?
- Text answer

This guideline is a living document and will be updated from time to time. If you have corrections, additions or ideas please let me know.

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