**EVENT REPORT**

*This report* ***should contain the information listed below*** *and should be* ***sent to the EU-ACME office (\*****) within 4 weeks after the programme has taken place.*

**Event Report: (EU-ACME Activity ID)** --------------------------------------------

1. **Programme title:** -------------------------------------------------------------------------------------------
2. **Programme date:** --------------------------------------------

1. **Course location:** -------------------------------------------------------------------------------------------
	1. Name: -------------------------------------------------------------------------------------------
	2. Address: ----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
2. **Speakers:**
	1. Names -------------------------------------------------------------------------------------------
	2. or list attached
3. **Number of participants**: --------------------
4. **Use of EBU/EUACME logo**

(if possible attach a scanned a copy to the report)

* 1. **Course Final Programme**: **Yes/ No**

(if yes, see copy below or attached)

* 1. **Final extended agenda**: **Yes/ No**

(if yes, see copy below or attached)

* 1. **On the first / last presentation slides** **Yes/ No**

(if yes, see copy below or attached)

* 1. **On the CME Certificates Yes/ No**

(if yes, see copy below or attached)

* 1. **On the final CD-Rom** **Yes/ No**

(if yes, see copy below or attached)

* 1. **Other** (describe): -----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

 (if yes, see copy below or attached)

1. **CME certificates / Certificates of Attendance**
	1. **How many were distributed** : -------------

**Provide an electronic list (Excel spreadsheet)**

1. **Last minute changes in the Course Programme** **Yes / No** (If yes please describe:)

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1. **Disclosure of Conflict of Interest**
	1. **Did all speakers sign? Yes/ No**

(if no, how many and for what reasons?)

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* 1. **Potential Conflicts reported:**

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1. **Evaluation forms and comments from participants**
	1. **How many were collected? -------------**
	2. **Scores analysis (below or attached)**
	3. **Comments** (please list or attach)

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(\*) Please upload completed Event Report and associated documents through [www.eu-acme.org](http://www.eu-acme.org) via MyCME or sent it electronically to **info@eu-acme.org.**