**TTX15 Participant Feedback Form Template**

## Introduction

This template is used at the end of the event (after the participants’ debriefing) to collect feedback from participants on the conduct of the simulation exercise and its pertinence. It aims to evaluate the organisation and implementation of the exercise, and to capture lessons for future missions and exercises.

## Template

Title: Participant feedback form for [**NAME**] tabletop exercise

[**COUNTRY**]

Date of exercise: [**DD/MM/YYYY**]

*Suggested content:*

|  |  |
| --- | --- |
| *Name of the exercise:* | *Your role in the exercise:* |
| *Date of the exercise: \_\_\_ / \_\_\_\_ /\_\_\_\_* | *• Participant*  *• Evaluator*  *• Observer*  *• Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |

***Please provide your evaluation of the exercise in which you just participated.***

***Your feedback is essential for the improvement of future exercises.***

*On a scale of 1 to 5, where 1 means you do not agree at all with the statement and 5 means you strongly agree with the statement, please evaluate the exercise based on the following questions:*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Statement* | *Do not agree* | | *→* | | | *Strongly agree* | |
| *1. The exercise was well structured and organized* | *1* | *2* | | *3* | *4* | | *5* |
| *2. The scenario was realistic* | *1* | *2* | | *3* | *4* | | *5* |
| *3. The briefing before the exercise was useful and prepared me for the exercise* | *1* | *2* | | *3* | *4* | | *5* |
| *4. The exercise allowed us to test our response plans and systems* | *1* | *2* | | *3* | *4* | | *5* |
| *5. The exercise improved my understanding of my role and function during an emergency response* | *1* | *2* | | *3* | *4* | | *5* |
| *6. The exercise helped me to identify some of my strengths as well as some of the gaps in my understanding of response systems, plans and procedures* | *1* | *2* | | *3* | *4* | | *5* |
| *7. At the end of the exercise, I think we are better prepared for a health emergency* | *1* | *2* | | *3* | *4* | | *5* |

*Based on the exercise, what are the main strengths and areas for improvement?*

|  |  |
| --- | --- |
| *Strengths* |  |
| *Areas for improvement* |  |

*Please share any recommendation(s) you have to improve similar exercises in the future.*

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|  |

*Thank you!*