**Evaluation “Invite your expert”**

Name:

Mail:

Institute:

Supervisor:

Invited Expert:

Institution of the Expert:

Describe your organized Event:

Approximate Number of participants at the event:

Are you satisfied by meeting your expert?

What have you learned?

Are their sustainable results (such as further collaborations etc.) from this meeting?

**Used Budget** (max CHF 2000.-):

Expert Transportation (max 1000 CHF) CHF

 Accommodation (max. 200 CHF/night) CHF

Event Catering (max. 500 CHF) CHF

 Material (max. 200 CHF) CHF

Please add all proof of payments and account information for reimbursement.

Date

PhD student