



## FINAL EVALUATION REPORT GUIDELINES FOR CONFERENCES

### Title Page

Please include the following information on the front page of your report: title of the conference; the grant amount; the dates of the conference, name, address, phone number and email address of the Conference Executive.

### Reporting Sections

- I. **Background (up to 1 page)** – Restate the title, date(s), and objectives of the conference. If the original goals and objectives needed to be revised, note this here and discuss the reasons for the proposed changes in Section II (Accomplishments and Challenges). Mention the attendance totals / categories.
- II. **Accomplishments and Challenges** – Tell us about challenges you faced and how you addressed them. These may include: obstacles to implementation; changes to your protocol or plan; activities originally proposed that cannot be undertaken; and any internal and/or external problems.
- III. **Plan for Follow-Up after the Grant (up to 1 page)** – Outline the major tasks that will be undertaken to further the work or dissemination of the conference. Discuss any post conference contact with attendees or other post conference evaluations that will be done.
- IV. **Analysis and Interpretation (up to 1 page)** – In this section, please reflect not only on the conference results, but also, what does all of what you are doing mean? We are interested in learning how your work is having an impact. Is it helping to create positive changes in policy or practice? Have others expressed interest in the conference and its results? We are also interested in learning if this conference is having an impact on either your professional development or your organizations. Have you been asked to speak about what you learned at the conference? Has this conference led to other opportunities to work in this area, either for yourself or your organization?

### Attachments

Any documents to be shared with us can be added as attachments. Examples of required items which should be included are:

- Copies of reports from any speakers or advisors where applicable
- Abstracts from presentations made to professional groups or associations, if applicable
- Copies of educational materials, manuals or other project deliverables, if applicable
- Charts, tables, graphs, or other summaries of data, if applicable
- Bibliographies or reference lists, if applicable
- A detailed final budget of grant funds used. Any unused funds must be returned to The Doctors Company Foundation.