



Promoting favourable conditions to establish biodiesel market actions

## QUESTIONNAIRE ON NATIONAL SEMINARS (WP6)

The purpose of this questionnaire is to determine parameters of organisation which influence the success of the workshop and can help to achieve a good participation level of the targeted public. Workshops are indeed a good way to meet all the sectors implicated in whole biofuel chain, and an interesting place to discuss the future development of this chain and the problems encountered.

Workshop venue:

Date:

Thank you for joining the invitation to this questionnaire and the agenda of the National Seminar at this document.

1. What was (were) the target group(s)?
2. Did you constitute a database with the persons to be contacted?  
If yes: How many persons of which sectors did it consist of?
3. Had you contacts to widespread the information? How many contacts of which importance?
4. Did you make any announcement of the event, with the theme, the venue?  
By which way?  
Mail    Email                      Specialised press (precise the sectors)                      Other (precise)
5. When did you send out the invitation for the event?  
By which way did you send it?  
Mail    Email                      Specialised press (precise the sectors)                      Other (precise)
6. Were there fees to pay for the participation at the workshop?
7. Was a lunch offered?  
Was it free?
8. Did you need to resend the invitation?  
If yes, when?  
If yes, by which way?
9. How many registrations had you received before the end of the deadline?  
How many reached you after the deadline?
10. How many participants were effectively present at the seminar?
11. Did the participants address many questions to the speakers?  
Which topics did the questions refer to? (e.g. policies and taxes, international trade, biomass supply, biodiesel production, ...)
12. Do you consider the national seminar you organised as a success?  
Why or why not?
13. What did the workshop and its organisation bring to you?

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14. Did your time schedule work out, i.e. were all preparations done by the beginning of the workshop?
15. Which problem(s) did you encounter during the preparation of the National Seminar?
16. What was very useful/advantageous for the preparation?
17. What are the strengths/weaknesses of your country regarding this kind of event?
18. After the workshop, did you send minutes of the event to the participants? Have you received any feedback on the workshop and the minutes? If yes, how was it in its substance?
19. Have you foreseen other activities for the promotion and the development of biofuels in your country?
20. If you had to organise such a workshop again, what would you do the same and what would you do differently?
21. Do you have any general remarks or further recommendations concerning the organisation of future events of this kind?