

Evaluation Chair

Evaluation Chairs advocate a mechanism for collecting conference feedback (responses that are valuable, honest and insightful) to involve invitees and to evaluate objectively the success of the conference.

More specifically the Evaluation Chairs have the following responsibilities:

- Design and facilitate a mechanism to collect conference prior the conference to build excitement and involve invitees.
- Design and facilitate a mechanism (identify tools to be used to collect conference feedback during the conference e.g. share thoughts, questions and images) to:
 - understand the experience of your attendees on a deeper level;
 - empower attendees to vote for best presentations/showcases/posters/events and communicate results to the awards chair.
- Design a post-conference feedback strategy to understand the success of the conference.
- Collaborate with external entities on conference evaluation as agreed by the General Chair and iLRN Board of Directors.
- Analyse and present post-conference feedback to the iLRN Board of Directors and suggest actionable insights for next year's conference plans.
- Contribute to the opening ceremony of the conference about the evaluation process to actively engage the attendees; report on actions taken to address previous year's evaluation results.
- Contribute to closing ceremony reporting results collected during the conference and build expectation for the post-ceremony survey.
- Create a positive event feedback infographic for social proof.
- Develop a model of incentivising attendees for active participation.

The Evaluation Chair is appointed for serving for a 2-year term. The first year in an apprentice role to a more experienced chair.

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