



Enabling Grids for E-scienceE

# NA3 procedures

[www.eu-egee.org](http://www.eu-egee.org)



- **Running training courses takes a lot of effort and time!!!**
- **Knowing the technology is just the start!**
- **Lots of administrative tasks required**
  - Arranging facilities/resources/speakers
  - Advertising
  - Registration procedures
  - Accommodation/catering/logistics
- **Preparation of course materials**
  - Drafting agenda
  - Presentations
  - Printed material – handouts/slide notes/tutorial sheets ???
  - Practical sessions

## What we can do to support partners in NA3:

- **ETF material**
- **Use and update digital library**
- **Advertising**
- **NA3 documentation/registration**
- **Co-ordinate feedback gathering**
- **Formal reporting mechanisms**

- **Running a training event:**

<https://edms.cern.ch/file/475028/1/EGEE-NA3-TEC-475028-RunningAnEvent.doc>

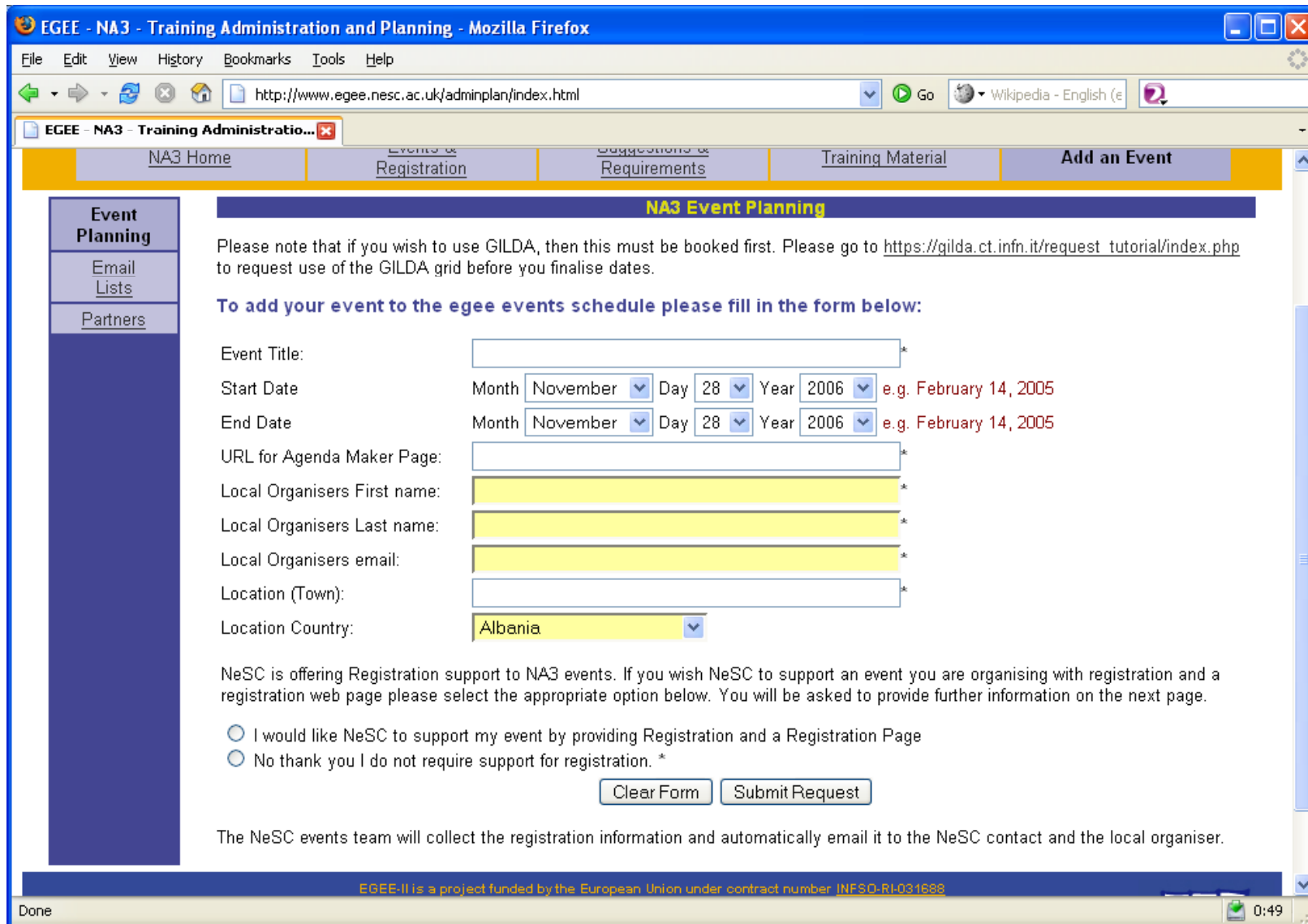
- **Preparing an Event:**

<https://edms.cern.ch/file/475027/1/EGEE-NA3-TEC-475027-PreparingAndManagingEvents-v0-1.doc>

- Provides a central point for input and formatting of event details, agenda, registration
- Maintains a database of all events with links to course materials and feedback data

## Registration Form:

- <http://www.egee.nesc.ac.uk/adminplan/index.html>



EGEE - NA3 - Training Administration and Planning - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.egee.nesc.ac.uk/adminplan/index.html

Wikipedia - English (e)

EGEE - NA3 - Training Administratio...

NA3 Home Events & Registration Suggestions & Requirements Training Material Add an Event

### NA3 Event Planning

Please note that if you wish to use GILDA, then this must be booked first. Please go to [https://gilda.ct.infn.it/request\\_tutorial/index.php](https://gilda.ct.infn.it/request_tutorial/index.php) to request use of the GILDA grid before you finalise dates.

**To add your event to the egee events schedule please fill in the form below:**

Event Title:  \*

Start Date Month  Day  Year  e.g. February 14, 2005

End Date Month  Day  Year  e.g. February 14, 2005

URL for Agenda Maker Page:  \*

Local Organisers First name:  \*

Local Organisers Last name:  \*

Local Organisers email:  \*

Location (Town):  \*

Location Country:  \*

NeSC is offering Registration support to NA3 events. If you wish NeSC to support an event you are organising with registration and a registration web page please select the appropriate option below. You will be asked to provide further information on the next page.

I would like NeSC to support my event by providing Registration and a Registration Page

No thank you I do not require support for registration. \*

The NeSC events team will collect the registration information and automatically email it to the NeSC contact and the local organiser.

EGEE-II is a project funded by the European Union under contract number INFSO-RI-031688

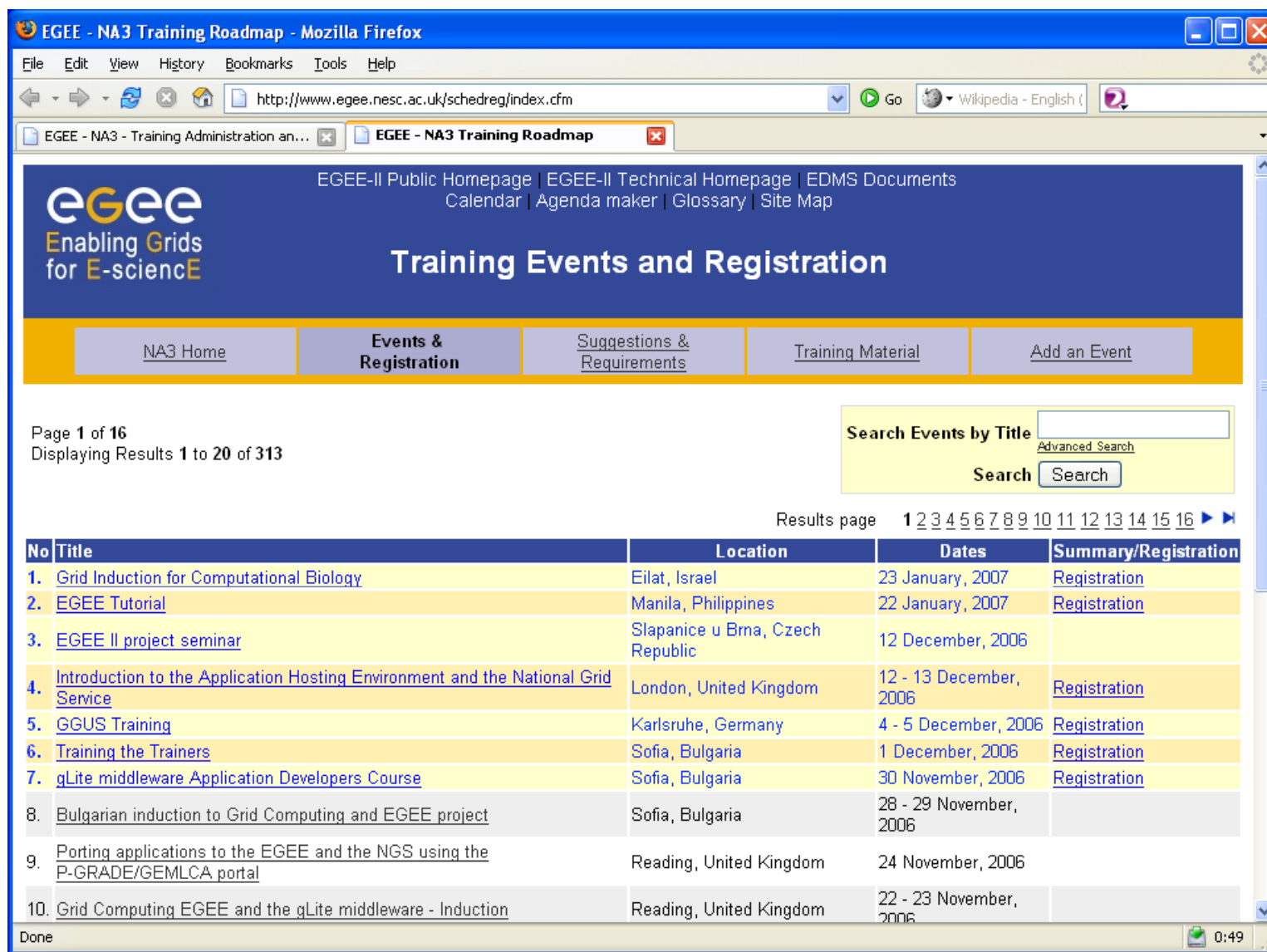
Done 0:49

- **Event title, date and venue**
- **Event organizer name and e-mail**
- **Registration start and close dates**
- **Respond-by date – the date by which the organizer will have responded to the applicant with a decision as to whether the applicant is accepted for the event**
- **URL of the AgendaMaker entry for the event**

- **Past /present/ future events with agenda and links to course materials/ feedback summaries.**
- **Includes historical course material**
- **ETF Exemplars highlighted in digital library**

**<http://www.egee.nesc.ac.uk/schedreg/index.cfm>**





EGEE - NA3 Training Roadmap - Mozilla Firefox

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http://www.egee.nesc.ac.uk/schedreg/index.cfm

EGEE - NA3 - Training Administration an... EGEE - NA3 Training Roadmap

EGEE  
Enabling Grids  
for E-science

EGEE-II Public Homepage | EGEE-II Technical Homepage | EDMS Documents  
Calendar | Agenda maker | Glossary | Site Map

## Training Events and Registration

[NA3 Home](#)
[Events & Registration](#)
[Suggestions & Requirements](#)
[Training Material](#)
[Add an Event](#)

Page 1 of 16  
Displaying Results 1 to 20 of 313

Search Events by Title  [Advanced Search](#)

Results page 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 ▶▶

No	Title	Location	Dates	Summary/Registration
1.	<a href="#">Grid Induction for Computational Biology</a>	Eilat, Israel	23 January, 2007	<a href="#">Registration</a>
2.	<a href="#">EGEE Tutorial</a>	Manila, Philippines	22 January, 2007	<a href="#">Registration</a>
3.	<a href="#">EGEE II project seminar</a>	Slapanice u Brna, Czech Republic	12 December, 2006	
4.	<a href="#">Introduction to the Application Hosting Environment and the National Grid Service</a>	London, United Kingdom	12 - 13 December, 2006	<a href="#">Registration</a>
5.	<a href="#">GGUS Training</a>	Karlsruhe, Germany	4 - 5 December, 2006	<a href="#">Registration</a>
6.	<a href="#">Training the Trainers</a>	Sofia, Bulgaria	1 December, 2006	<a href="#">Registration</a>
7.	<a href="#">gLite middleware Application Developers Course</a>	Sofia, Bulgaria	30 November, 2006	<a href="#">Registration</a>
8.	<a href="#">Bulgarian induction to Grid Computing and EGEE project</a>	Sofia, Bulgaria	28 - 29 November, 2006	
9.	<a href="#">Porting applications to the EGEE and the NGS using the P-GRADE/GEMLCA portal</a>	Reading, United Kingdom	24 November, 2006	
10.	<a href="#">Grid Computing EGEE and the gLite middleware - Induction</a>	Reading, United Kingdom	22 - 23 November, 2006	

Done 0:49

- **Checklist for training event management:**
  - Financial arrangements
  - T-Infrastructure
  - Agenda page
  - Capacity
  - Trainers required
  - Goals, pre-requisites, expectations
  - Logistics

- **Checklist for local event organisers:**
  - Agree goals
  - Plan advertising
  - Arrange internet access
  - Local web page?
  - Numbers limit - capacity of room
  - Identify trainers
  - Disability-related requirements

- **Feed-back Form**
- **Attendance**
- **Gender**
- **Summary**

- **Feedback is vital for continued project support/funding**
- **Standardised feedback forms simplify data analysis**
- **Web-based feedback doesn't work – zero returns!**
- **Paper forms far more effective and provide audit trail**

**“If you can't show feedback, you didn't do it”**

Training\_Course\_Evaluation\_Template-1.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments Type a question for help

EGEE Enabling Grids for E-science in Europe

## Training Course Evaluation

<Course-Name>: Event Evaluation

Please fill in this form to provide the training team with feedback about the course:

<Course-Name>  
 Location: <Course-Location>  
 Date: <Course-Dates>

Please note that all data is collected anonymously and there is no link to your identity, organisation or location.

Please also fill in the Dissemination Feedback form available at:  
<http://public.eu-egee.org/feedback/>

Rating	Poor	Fair	Average	Good	Very Good	Excellent	Comments
Goal-1: <Description of Goal 1>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Presentation-1: <Description of presentation-1>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Overall Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Event Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Lab Exercises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Advertising & Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
What did you most like about this event?							<input type="text"/>
What did you least like about this event?							<input type="text"/>
Is there anything else you would like the event to have covered?							<input type="text"/>
Further Comments							<input type="text"/>

Page 1 Sec 1 1/1 At 2 cm Ln 1 Col 1 REC TRK EXT OVR English (U.K)

- **Goals**
  - get them right
- **Individual items**
  - presentation
  - tutorial
- **General**
  - OVERALL
  - materials
  - exercises
  - advertising / registration
  - facilities

Event Feedback - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.egge.nesc.ac.uk/evaluation/Templates/eventStatisticsTemplate.html

Event Feedback

Notes are always shown in blue (they will be removed from the online version). Text that needs replacing is shown in red (if you wish to remove the red after editing then just remove the enclosing <span> tags).  
If you find that you do not have the information available to fill in a section of this page then just delete the relevant part of the page.

**Event Summary Report:**

Title: **title**

Date: **date**

Short description: **description**

Language(s) of talks: **language**

Organiser name and email: **name, email**

Single paragraph highlighting issues important for monthly reports and reviews etc. Include brief description of attendee's backgrounds.

Location: **Location of event**

The location should normally be in the format "City, Country" or "Institute, City". The url should normally point to an agendmaker page (usually with presentations attached). The text describing the url should be the same as the url. The length of event is normally measured in days.

URL (AgendaMaker): **url**

Length of event: **xxx** days

(optional) Local URL (pictures of events, etc):

This table should list the organisations the participants came from, the country of each organisation, and how many participants came from each organisation. Add as many extra lines as needed. Please also fill in the totals for number of participants and the number of countries the participants came from.

**Participants**

Organisation, Country	Number of Participants

Total number of participants: **xxx**  
Total number of countries: **xxx**

This section shows the answers to the feedback question: male or female?  
(Please note that values for this section should be the number of people, not percentage format.)

Male: **xx** Female: **xx** Didn't answer: **xx**

**Feedback Analysis**

This table shows an analysis of the feedback scores. Please add extra rows for each event goals. If you did not have event material or lab exercises then please remove these lines. The n=xxxx refers to the number of responses received.

Course Component	Average value (1: poor - 6:excellent)	Standard Deviation (n=xxx)
Goal 1: Description of goal 1	<b>xxx</b>	<b>xxx</b>
Overall	<b>xxx</b>	<b>xxx</b>
Presentations	<b>xxx</b>	<b>xxx</b>

Done 0:51

- **Counts**
  - participants
  - countries
- **Statistical for each evaluation form item**
  - average
  - std. dev.

- **Why is the event being created?**
  - Risk: That the training event is for an imagined, rather than real, need, and thus will be too poorly attended to justify the resources expended on the event.
- **Who is it for?**
  - Risk: That the detailed preparation will be impossible without a clear picture of the intended audience.
- **What are the intended learning outcomes?**
  - Risk: That the content will not be sufficiently focussed on the actual objectives of the event.



- **What is the range of backgrounds and relevant knowledge bases of the anticipated clients?**
  - Risk: That the style and approach will be unsuitable for some clients.
  - Risk: That the content will be too difficult for some clients and/or insufficiently interesting/challenging for other clients.
- **How will the nature of the event be communicated to potential clients?**
  - Risk: if that communication is not clear and precise, then there may be clients with expectations which are not matched by the event, or potential clients who would have benefited but were not able to recognise this.

## What can go wrong (3)?

- **What is the duration of the event?**
  - Risk: the event is too short to effectively cover the intended material
  - Risk: the event is too long for people to be able to afford the time to come
- **Who is going to pay, for which aspects of the event, and from what funding sources?**
  - If this is not clear from the beginning, there may be problems, e.g.
    - resentment
    - a speaker cancelling at the last minute on discovery that (s)he is expected to pay for travel and accommodation.
  - If there is a registration fee, this may deter some clients from attending

