**Local coordinator post-event report – [country] [year]**

The report on the ECML – EC training event contains two sections:

1. **Internal information** in English or French.
2. **Public information**: this is intended as an information source for the wider public on the benefits of the training event. The content should be of interest for a larger audience thus it should link up very briefly to recommended developments, publications, websites, events etc. which were discussed during the event. The text should not focus on purely internal discussions (e.g. “The event followed an agenda of … “).

The public information text should be short with about 200 words. Please provide this text in English, French or German **and** in (one of) your national language(s). The ECML will use this text for promoting the ECML–EC Cooperation Agreement on its website. You are invited to use this text for visibility and support of your work in your context.

**Please send this completed form within 2 weeks after the event to** **katarina.vuksic@ecml.at****.**

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| 1. **Internal information**
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| 1. Please give the number of participants at the training event.
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| 1. What was the professional background of the participants? Please tick the relevant boxes and fill in the approximate percentage of participants.
 | [ ]  Language teachers – about ... % of all participantsPlease indicate whether the teachers have a multiplier capacity: **❏** yes  **❏** no[ ]  Teacher educators – about … % of all participants[ ]  Language policy makers – about … % of all participants[ ]  Multipliers – about … % of all participants[ ]  Others (please specify): … – about … % of all participants |
| 1. To what extent has the training workshop contributed to the national priorities that you referred to in the request specification form?

Please give examples. |  To a lesser To a greater extent extent 1 2 3 4 5 **❏** **❏** **❏** **❏** **❏** |
| 1. Which follow-up activities are planned?
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| 1. Please indicate any local, regional or national organisations relevant for the dissemination of the presented issues, who were involved in the training event and specify their role.
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| 1. Please give examples (and any relevant links/web pages) illustrating how the visibility of both the ECML and the EC have been ensured in the event.
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| 1. Please indicate how you intend to ensure that participants follow up in their role as multipliers, subsequent to the ICT-REV workshop.
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| 1. If you have further feedback, suggestions or requests for the ECML, please give these here.
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| 1. **Public information**
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| **Short promotional text (about 200 words) to inform the wider public and to encourage others to take advantage of this ECML – EC training offer:**Please provide this text in English, French or German **and** in (one of) your national language(s).The ECML will use this text for promoting the ECML–EC Cooperation Agreement on its website. You are invited to use this text for visibility and support of your work in your context. |
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**Report completed by**: …………………………………………………………… **[Local coordinator]**

**On**: ……………………………………… **[Date]**