

1. SUBMISSION OF QUESTIONNAIRES BY ANONYMOUS USERS

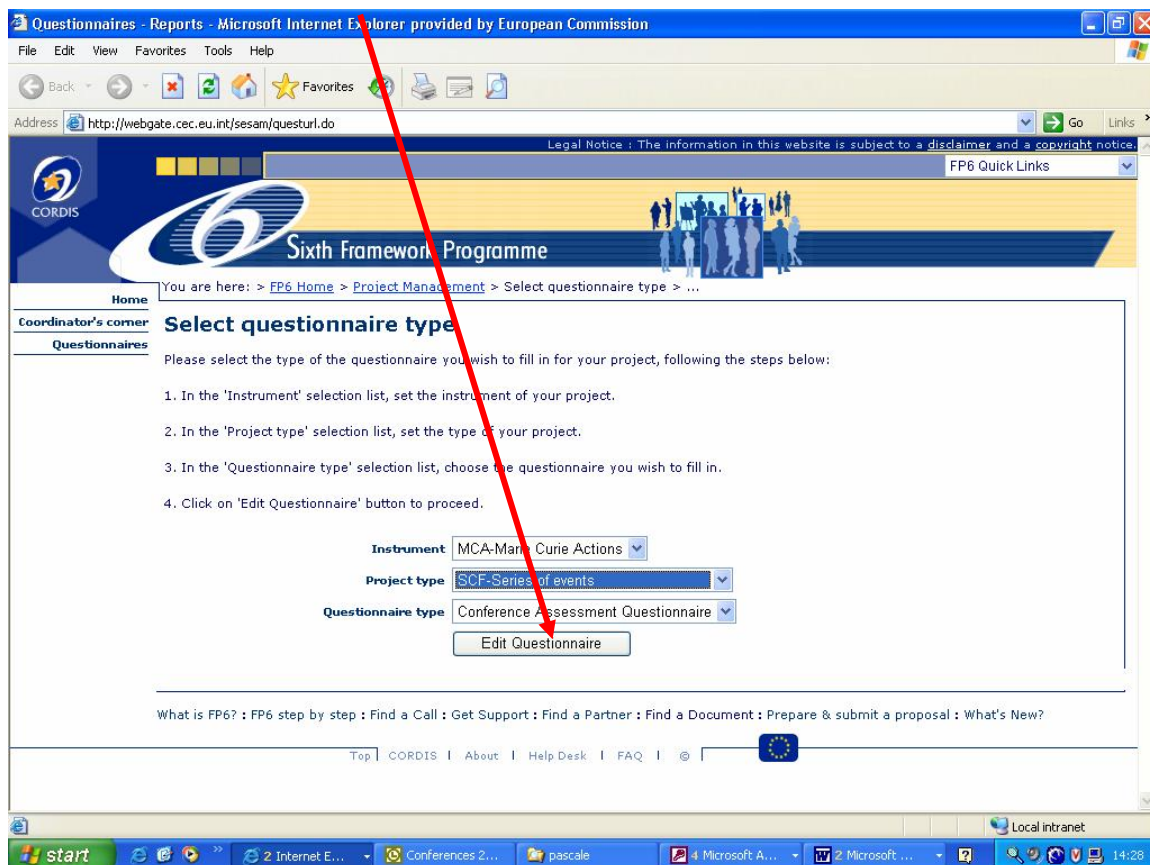
In the address bar of your internet explorer, type one of the following urls :

<http://webgate.cec.eu.int/sesam> or <https://webgate.cec.eu.int/sesam> (secured access)

—————> New window : **“Select questionnaire type”**

1. In the ‘Instrument’ selection list, set **“MCA-Marie Curie Actions”**
2. In the ‘Project type’ selection list, set **“SCF-Series of Events”** or **“LCF-Large Conferences”**
3. In the ‘Questionnaire type’ selection list, the **“Conference Assessment Questionnaire”** will automatically appear.

Click on the box [Edit Questionnaire]



→ New window : **“Project Identification”**.

In the field [Project ID], the user should fill in the six-digit project identification which has been provided by the project coordinator of the project.

Press the [Clear] button to empty the field or the [Validate button] to **edit the questionnaire**.

Questionnaires - Reports - Microsoft Internet Explorer provided by European Commission

File Edit View Favorites Tools Help

Address <http://alpha2.cc.cec.eu.int:8001/quest/projectIdentification.do?prepare=true>

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FP6 Quick Links

CORDIS

Sixth Framework Programme

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Home
Coordinator's corner
Questionnaires

Project Identification

Please enter the six-digit code of your project in field 'Project ID' and click the 'Validate' button to proceed.

Project type SCF-Series of events

Project ID

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Local intranet

start | 2 Intern... | SESAM - ... | SCF_LCF ... | 4 Micros... | Sesam_gu... | 4 Micros... | 14:52

→ New window : “MCA Conferences and Training Courses Assessment Questionnaire”

The screenshot shows a web browser window titled "XForms Processor - Microsoft Internet Explorer provided by European Commission". The address bar contains the URL: http://alpha2.cc.cec.eu.int:8001/quest/FormsServlet?form=/forms/que_mca_conference.xhtml&sessionId=Br61zc1Bd59R6czfvCOMMT54qfnK32KYPzVq8JQGRrdJY0FYPLS. The page content includes instructions: "Use the scroll bar to reveal the remaining questions as you move towards the end of the questionnaire. Please be assured that all information provided will remain anonymous and confidential." and a list of instructions: "The fields marked with a red star are obligatory.", "After completion, press the 'submit' button to submit the questionnaire.", "Should you press the 'submit' button without completing all obligatory fields, you will be redirected to the questionnaire to fill in the missing fields for a valid submission.", and "Alternatively, you may use the 'cancel' button at any time to exit a questionnaire before submission." The form fields include: "Contract No.:" with the value "504009"; "Event start date:" with a red star; "Event Title:" with a green star; "Event location:" with a green star; "PERSONAL INFORMATION" section with sub-sections: "Nationality:" (red star), "Country of Work:" (red star), "Gender:" (radio buttons for Male and Female), "Age:" (radio buttons for < 25, 25-30, 30-35, 35-40, > 40), "Professional level:" (radio buttons for Pre Doctoral, Doctoral, Post Doctoral, Other), "Job situation:" (radio buttons for Permanent Staff, Temporary Staff, Research Fellow, Other), "Employer activity:" (radio buttons for Research, High Education, Industry, Other), and "Employer Legal Status:" (red star).

Questions should be answered by clicking on the radio button corresponding to the answer.

When clicking in a box related to a date or a country, a drop down list with countries or a calendar will appear within few seconds. By clicking on the selected country or date, the box will be completed automatically.

When clicking in the box corresponding to “Employer Legal Status”, a drop down list with different types of status. After having selected the status, the box will be completed automatically.

Fields with a red * must be completed.

Fields with a green * need not be completed if the question does not apply.

“MCA Conferences and Training Courses Assessment Questionnaire” (Continued)

In the [Comments] box, the user can insert a text with a maximum of 256 characters with spaces.

After having completed the questionnaire, click on :

[cancel] in order **not to submit** the questionnaire. All data will be lost and the user will be redirected to the “**Select Questionnaire Type**”

[Submit] to **submit** the questionnaire.

The screenshot displays a web browser window titled "XForms Processor - Microsoft Internet Explorer provided by European Commission". The address bar shows the URL: http://alpha2.cc.cec.eu.int:8001/quest/XFormsServlet?form=/forms/que_mca_conference.xhtml&sessionId=ButWvCgYP23CsZ4a0MIAWQJP6owNjMCZg8TxohPezG9wVlaB7. The form contains the following sections:

- Rate your overall degree of satisfaction:** Radio buttons for Very poor, Poor, Fair, Good, Excellent.
- FUTURE PROSPECTS**
- How many more years would you like to work in research?** Radio buttons for Less than 5, Between 5 and 10, More than 10.
- For what working environment are you aiming?** Radio buttons for Public Research, Private Research, Public Non Research, Private Non Research.
- Do you plan working outside your home country?** Radio buttons for Yes, No.
- If yes, where?** Radio buttons for European Union or Associated State, USA, Japan, Other.
- If yes, how long?** Radio buttons for Less than 1 year, Between 1 and 3 years, More than 3 years.
- Would you like to attend a similar event in the future?** Radio buttons for Yes, No.
- Comments**: A text area containing the text: "Marie Curie Conferences and Training Courses Project Management A web based application has been developed to allow online submission of questionnaires and reports. It is called SESAM and it is available at <http://webgate.cec.eu.int/sesam> (secure access)".

At the bottom of the form are two buttons: "cancel" and "submit". A red arrow points from the text above to the "cancel" button, and another red arrow points from the text above to the "submit" button. The browser's status bar at the bottom shows "Local intranet" and the system tray includes the start button, taskbar, and system clock (11:13).

“MCA Conferences and Training Courses Assessment Questionnaire” (Continued)

→ **One or more fields have not been completed:** The following message appears on the screen and the user will be redirected to the questionnaire form and asked to complete unanswered questions.

The screenshot shows a web browser window titled "XForms Processor - Microsoft Internet Explorer provided by European Commission". The address bar shows "http://alpha2.cc.cec.eu.int:8001/quest/XFormsServlet". The form contains several sections with radio button options:

- How was your participation financed (travel, subsistence, participation fees...)?**
 No funding from EC Partly financed by EC Entirely financed by EC
- What was your contribution to the event?**
 Keynote Speaker/Lecturer Oral Contribution Poster Presentation Other None
- EVENT EVOLUTION**
- How would you rate the programme content?**
 Very poor Poor Fair Good Excellent
- How would you rate the quality of invited keynote speakers/lecturers?**
 Very poor Poor Fair
- How would you rate the organisation?**
 Very poor Poor Fair
- How would you rate the venue (including catering)?**
 Very poor Poor Fair Good Excellent
- Have you established contact with scientists you did not know before?**
 Yes No
- If yes, how would you rate the potential of these contacts to lead to follow up actions and scientific collaborations?
 Very poor Poor Fair Good Excellent
- How would you rate the nationality balance of participants and speakers?**
 Too much of one nationality More or less right Excellent balance
- Rate your overall degree of satisfaction:**
 Very poor Poor Fair Good Excellent
- FUTURE PROSPECTS**

A red box highlights the "Fair" option for "How would you rate the quality of invited keynote speakers/lecturers?". A red arrow points from this box to the "The specified value is invalid" error message. A dialog box titled "Microsoft Internet Explorer" is overlaid on the form, displaying a warning icon and the text: "Your form failed to submit due to some invalid fields" with an "OK" button.

Missing entry.

Click on [OK] and complete all fields.

→ New window: “Select questionnaire type”

→ All fields have been completed correctly: after the submission procedure, the user is redirected to the “Select questionnaire type” page.

Click on [OK]

