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AGENDA PREPARATORY VISIT - LEONARDO DA VINCI TRANSFER OF INNOVATION PROJECT Assen, The Netherlands, 8-11 December 2011

THURSDAY, 8 December 2011

- 14:00 - 15:00 **Registration and official opening of the preparatory visit**
Introductions to the event (aims, methodology, practical information)
Presentation of the activities Quarter Mediation develops. Presentation of the participants' background and of the activities developed by their organizations. Presentation of the agenda
- 15:00 - 15:30 **Presentation of the draft idea of the Leonardo da Vinci project for Transfer of innovation**
- 15:30 - 16:00 *Coffee break*
- 16:00 - 17:00 **Presentation of the Leonardo da Vinci Transfer of Innovation application form. Presentation of the Applicant's Guide for Lifelong Learning Programme. Application eForms**
- 17:00 *End of the 1st day*

FRIDAY, 9 December 2011

- 09:00 - 11:00 **Workshop: Project summary** (the reason for the project; the main aims and objectives of the project; the characteristic and the quality of the consortium that will implement the proposal; a general description of the tangible and intangible outcomes; the impact envisaged).
- 11:00 - 11:30 *Coffee break*
- 11:30 - 12:30 **Workshop: Role of the participant organizations in the project. Programme objectives. European priorities. Horizontal issues. The rationale and the background of the project**
- 12:30 - 14:00 *Lunch break*
- 14:00 - 15:00 **Workshop: Aims and objectives of the project. Type of transfer of innovation. Pedagogical materials**
- 15:00 - 15:30 **Workshop: Methodology and work plan**
- 15:30 - 16:00 *Coffee break*
- 16:00 - 17:30 **Workshop: Workpackages (title, aim, pedagogical framework etc.) - 1st part**
- 17:30 *End of the 1st day*

SATURDAY, 10 December 2011

- 09:00 - 10:30 **Workshop: Workpackages (title, aim, pedagogical framework etc.) - 2nd part**
- 10:30 - 11:00 *Coffee break*
- 11:00 - 12:30 **Workshop: Project outcomes. Dissemination and exploitation strategy**
- 12:30 - 14:00 *Lunch break*
- 14:00 - 15:00 **Workshop: Quality management plan. Short term and long term impact. European added value**
- 15:00 - 15:30 **Workshop: Project budget - 1st part**
- 15:30 - 16:00 *Coffee break*
- 16:00 - 17:30 **Workshop: Project budget - 2nd part**
- 17:30 *End of the 2nd day*

SUNDAY, 11 December 2011

- 09:00 - 10:30 **Workshop: Letters of intent. Final application form**
- 10:30 - 11:00 *Coffee break*
- 11:00 - 12:30 **Workshop: Final application form**
- 12:30 - 13:00 **Conclusions of the preparatory meeting**
- 13:00 *End of the preparatory meeting.*