



Scheldestraat 7, 9406 PE, Assen, The Netherlands  
Phone: + 31 (0)654 938 453 / +31 (0)616 752 748  
Fax: +31 848 317 078  
e-mail: [info@qmediation.eu](mailto:info@qmediation.eu)  
web: [www.quartermediation.eu](http://www.quartermediation.eu)

**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 1<sup>st</sup> 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.) - 1<sup>st</sup> part**
- 17:30 *End of the 1<sup>st</sup> day*

**SATURDAY, 10 December 2011**

- 09:00 - 10:30 **Workshop: Workpackages (title, aim, pedagogical framework etc.) - 2<sup>nd</sup> 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 2<sup>nd</sup> 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.*