

## Agenda

### 6th Transnational Project Meeting

# INDESK

**Place: Toulouse, France**

**Date: 29<sup>th</sup>-30<sup>th</sup> May 2018**

#### 28th May 2018

Evening	<b>Arrival of the partners</b> <b>Accommodation address:</b> Hotel de France***, 5 rue d'Austerlitz, 31000 Toulouse, <a href="https://hotel-france-toulouse.com/eng/">https://hotel-france-toulouse.com/eng/</a>
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#### 29th May 2018

13.00	<b>Meet &amp; Greet in the meeting room of the Hotel de France</b> <i>Arrival of partners from Endurance and TREXIMA</i>
13.30	<b>Welcome, opening speech and info about the programme</b> <i>Laurent Dedieu &amp; Jakub Žabka</i>
13.40	<b>Training programme – Review of pilot testing of modular training</b> <i>Teamwork for a Better Future – Ildikó Hanuliaková</i> <i>LENO – Laurent Dedieu</i> <i>Endurance – Rob Versteeg</i> <i>Human Profess Közhasznú Nonprofit Kft. – Zsuzsanna Antal</i>
14.30	<b>E-learning platform</b> (finalisation of LMS and instruction) <i>Diana Kozáková</i>
15.15	<b>Review of evaluation of Training programme</b> <i>Maria Hernandez, All the partners</i>
15.45	<b>Research review – finalisation and publication</b> <i>Jakub Žabka</i>
16.15	<b>Project Handbook</b> (presentation, active discussion) <i>Human Profess &amp; Responsible partners</i>
17.00	<b>WRAP-UP</b>
20.00	<b>DINNER</b>

#### 30th May 2018

07.40	<b>Meeting in the lobby of the hotel and transfer to the meeting place</b> Meeting venue address: Leno's office, 3 rue de la boucherie, 31560 Nailloux
09.00	<b>Project management</b> <ul style="list-style-type: none"> <li>- Overview of the completed and pending tasks</li> <li>- Multiplier events</li> </ul>

	<ul style="list-style-type: none"><li>- Dissemination (newsletters, leaflet, project video, ...)</li><li>- Risks</li><li>- Financial returns</li><li>- Exceptional costs</li><li>- Preparation for the final steps of the project (Final report, Administrative matters...)</li></ul> <p><i>Jakub Žabka/Diana Kozáková</i></p>
11.45	<b>Schedule of tasks and next steps</b> <i>Jakub Žabka</i>
12.15	<b>WRAP-UP FOLLOWED BY A LUNCH</b>