



PARTNER: Simplicatus AS

AUTHOR: Vegard Engstrøm

DATE: 2008-01-22

REVIEWERS: G. Karwasz

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Agenda for Kick-off conference in Torun

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PM01 Kick-off conference

Wednesday 23 Jan

- Arrivals

- **2000 Welcome reception – Hotel Gromada Zajazd Staropolski**

Thursday 24 Jan

- 0900 Registration

- 1000 Opening ceremony (UMK IF director, project management)

- 1030 Project overview by Contractor (Goals, deliverables, timeline, work packages)

- 1100 WP2 Coordination – Work Packages, Intranet, meetings, progress reports, templates

- 1130 WP5 Teacher Seminars – Goals, Workshop, Development ideas, Connection with other WPs

- **1200 Lunch**

- 1400 WP3 High-Tech Kit – Goals & Principles, Workshop, Budget, Development, Production

- 1430 WP4 Low-Tech Kit – Goals & Principles, Workshop, Budget, Development, Production

- 1500 WP6 Support Materials – Goals & Principles, Workshop, Budget, Connection with other WPs

- 1530 WP7 Media files – Goals & Principles, Workshop, Budget, Connection with other WPs

- 1545 WP8 Evaluation – Goals & Principles, Procedures, Introductory discussion

- **1615 Coffee/tea break + travel to university**

- 1700 Workshop – Intranet: Task Management, File Repository, Discussion Forum, Web editors
Continue Evaluation discussion using Forum – make necessary decisions

- **1900 Dinner – Hotel Gromada Zajazd Staropolski**

Friday 25 Jan

- 0900 National Agency – LdV rules, financial routines, funding and contracts

- 0945 UMK Office of European Projects – Collaboration with Leonardo da Vinci

- 1000 WP1 Administration – Contracts, Budgets, Forms, Reimbursement Procedures

- **1100 Coffee/tea break**

- 1115 WP9 Dissemination – Goals & Principles, Workshop, Budget, Connection with other WPs

- 1145 Questions, discussion, planning

- **1200 Group photo**

- **1230 Lunch – restaurant Damroka**

- Departures for those not in Work Package 4

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