

LEONARDO-DA-VINCI Project 'Intercultural Eventmanagement and Training'

Minutes on the fourth project meeting on April 10th 2014 in Adana, Turkey

Present: Ayse Kat (Kültür Sanat Eğitim Akademi Derneği)
Viktor Lekov (European Bridges)
Tom Vondrak (VondiConsulting)
Peter Dohmen (GFWH GmbH, resp. for minutes)

1. Salutation

Tom welcomes all present partners in Adana. **Ayse** introduces the agenda for the next two days.

2. Evaluation of the meeting in Sofia

Ayse remarks that the filled out form from France is still missing. She will send a reminder e-mail to Guy.

3. Minutes of the meeting in Sofia

All partners agree to the minutes from Sofia.

4. Confirmation of the next multilateral meeting

a) France (13th - 15th June 2014)

Draft of the agenda is published. The project management group will meet at 6PM on friday, 13th. Turkish partners will arrive late.

Main task of this meeting: preparation of the interim report and breakdown of responsibilities for the final report.

All partners are kindly asked to choose the places they want to visit. **Guy** writes an essay about the Jango Reinhard festival which all partners are going to visit on saturday.

b) Germany (11th - 14th February 2015)

Draft of the agenda, approved by Tom:

Wednesday 11th Arrival of all partners

Thursday, 12th Old Hag's Day party in the office of the GFWH
afterwards Old Hag's Day party in the Chamber of Crafts and
Skilled Trades Dusseldorf
afterwards joining Old Hag's Day party in the historic center of
Dusseldorf

Friday, 13th Checkout from the hotel
travel to the Castle of Raesfeld close to Münster
meeting of the project management group
guided tour through the castle
possibly Grappa-tasting
castel wedding dinner in historic ambience
accomodation in the castle

Saturday, 14th travel back to Dusseldorf and departure

Due to expected rush on hotel accomodations for Old Hag´s Day all partners are kindly requested to announce the time of arrival and number and size of required rooms until **May, 15th 2014** to **Peter**.

c) Spain (Date was not yet fixed, José intends to fix dates within april)

Main task in Málaga: finishing the final report

5. To Do

AT: coordination, communication, monitoring - ok
FR: curriculum eventmanagement (needs to be done)
BG: newsletter and dissemination - ok (see Status Quo)
ES: training curriculum (e.g. language, eventmanagement) + layout of the
event-cook-book (needs to be done)
TK: evaluation, print of the event-cook-book (50 books) - ok
DE: documentation, logo, minutes of the meetings - ok

6. Status Quo of products and results

All partners agree that for the interim report:

a) the website has to be in better condition

b) the first newsletter has to be finished and published

Content for the first newsletter is provided by **Tom, Viktor** and **Ayse** in English language, afterwards **all partners** translate the newsletter in their language and send the texts to Viktor who will layout the newsletter.

c) draft of cook-book has to be published

d) the curriculum needs to be done

The curriculum has to contain the following parts:

1. General definition of eventmanagement (provided by **Guy**)
2. Description of the visited events (provided by **hosts**) including
 - > short description
 - > receipes incl. drinks
 - > decoration
 - > typical music (link to youtube)
 - > costumes
 - > do´s and dont´s/cultural settings
 - > pictures and videos (to be stored in common dropbox folder)
 - > statement of each participant about what seems strange to them to emphasize cultural differences between the countries.