

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

Minutes on the fourth project meeting on February 13th in Dusseldorf, Germany

Present: Abdulkadir Kat (Kültür Sanat Eğitim Akademisi Derneği)  
Adil Sen (Kültür Sanat Eğitim Akademisi Derneği)  
Sükrü Cedik (Kültür Sanat Eğitim Akademisi Derneği)  
Cem Yılmaz (Kültür Sanat Eğitim Akademisi Derneği)  
Tom Vondrak (VondiConsulting)  
Salvador Lavado Perez (I.E.S. Reyes Católicos)  
José García (I.E.S. Reyes Católicos)  
Asuncion Gandarillas (I.E.S. Reyes Católicos)  
Reiner Nolten (GFWH GmbH)  
Peter Dohmen (GFWH GmbH, resp. for minutes)

### 1. Salutation

Tom welcomes all present partners in Dusseldorf and introduces to the agenda for the meeting.

### 2. Project website

Tom reports that he is in contact with Guy from France concerning the project website. The website is not yet in such shape it is supposed to be. The website has to be finalized **until March 31<sup>st</sup> 2015**.

### 3. Newsletter

French version is online, all other languages have to be uploaded on the project website. Second newsletter will be layouted by Viktor as well, texts from Spain, France and Germany have to be sent to Viktor **until February 28<sup>th</sup> 2015**.

José is going to send description of Feria Festival and two recipes to Viktor. Peter is doing as well for Karneval/Old Hags's Day.

The layout for the newsletter has to be finished **by May 15<sup>th</sup>**.

### 4. Cookbook

José presents a draft version of the cookbook.

Tom will send pictures to José (via dropbox) from the first meeting in Málaga **until February 28<sup>th</sup>**.

Turkish partners are requested to send some pictures from Adana (symbols, people, sights of Adana) to José (via dropbox) from the Orange flower festival (2014 or 2015) **until February 28<sup>th</sup>**.

All partners are supposed to send pictures from Paris to José **until February 28<sup>th</sup>** (via dropbox).

Peter is supposed to send descriptions and receipes from Germany to José **until February 28<sup>th</sup>** (via dropbox).

José is supposed to finish the cookbook so that the Turkish partner can print sixty cookbooks **before the last meeting** in Málaga.

Students from Málaga created artificial paintings as impressions from each festival so far and will create more paintings on other project festivals. The idea is to add one picture at the end of each country's description and a collage of all other paintings at the end of the cookbook as a collage.

The sentence which is in the newsletter need to be put on frontpage of the cookbook.

José is supposed the cookbook file to dropbox. If this does not work, he is supposed to put it in wiggio.

## 5. Language Classes

Guy is supposed to put the language classes (see in dropbox folder) on the website.

## 6. Final report

Tom as coordinator is going to fill in the European Shared Treasure.

The final report for this project is not yet available. Every partner will be responsible for a certain part (all in English language).

E.1. Summary	<u>Tom</u>
E.2. Outcomes	<u>Viktor</u> (template)
E.3. – E.6., E.10.1., 10.2., 10.3.	<u>Ayse</u>
E.7. Workplan and tasks. E.8., E.9.	<u>Peter</u>

Part F has to be filled in by each partner. Tom will send a table of multilateral meetings to all partners.

## 7. Curriculum

All partners discuss the template for the curriculum. Peter fills it out first and provides it via dropbox to each partner. All partners have to fill in the template **until March 31<sup>st</sup> 2015**.

## 8. Final meeting in Málaga

Tom asks each partner urgently to book flights and make reservations for this event if not done before. Arrival must be on tuesday or wednesday, departure on saturday or sunday. Recommended Hotel is Barcelò Hotel Málaga next to railway station.

José presents his suggestion of an agenda and will provide the final version in accordance with Tom as coordinator to each partner **until March 31<sup>st</sup> 2015**.

All partners are requested to store their pictures from all meetings in the according dropbox folder, so that they can be used for the different project products.