

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

Minutes on the second project meeting on December 6th 2013 in Innsbruck, Austria

Present: Ayse Kat (Kültür Sanat Eğitim Akademisi Derneği)
Viktor Lekov (European Bridges)
José Garcia Rosal (I.E.S. Reyes Católicos)
Guy Khalepski (Elephant Music)
Tom Vondrak (VondiConsulting)
Peter Dohmen (GFWH GmbH)

1. Salutation and administrative information/communication

Tom welcomes all partners in Innsbruck. He asks all partners to answer e-mails basically within one week.

Concerning further communication via skype **Tom** will collect all partners skype addresses and send them via e-mail.

All partners agree that further common documents and pictures will be stored on a common dropbox directory.

Peter is responsible for creating a dropbox account and inviting all partners to this directory (*annotation: already done*).

2. Next multilateral meetings

All partners agree on following dates for further project meetings:

- 1. January 23rd - 26th 2014, Sofia/Bulgaria**
- 2. June 13th - 16th 2014 Paris/France**
- 3. February 11th - 14th 2015 Dusseldorf/Germany**

Those dates are fixed! Flights and hotels can basically be booked. **Hosting partners** will inform as soon as possible about how to get from airport to the hotel and where to book a hotel. At least one week before arrival **hosting partners** will also inform about weather conditions and further organisational hints and send an agenda. Tom asks **all partners** to adjust the agenda between the hosting partner and the coordinating partner one week in advance.

For the following meetings the hosts will inform all partners **until the 16. Dec 2014** about the exact dates:

- 1. Adana/Turkey: September 2014**
- 2. Málaga/Spain: May 2015**

ToDo & Outcomes/Results

Coordination:

Tom hands out several sheets with overviews about the timetable, the planned outcomes and contributions.

Website:

Guy shows the actual draft of the project website (www.elephantmusik.fr/ieat). **Each project partner** is asked to send one or two short sentences about his or her organisation including the logo of the organisation to Guy.

Newsletter:

Viktor is responsible for the layout and design of the newsletter and will show a draft during the next meeting in Sofia in January 2014. **Each partner** sends content in English language to Viktor (about the hosting city, maybe a few pictures).

Partners agree that the first newsletter will be published after the first three multilateral meetings, the second one after the next three multilateral meetings. The common newsletters will be layouted by Viktor in English tongue and translated by each partner in his/her mother language.

Catalogue/cookbook:

José is responsible for a catalogue of event management training tools. Tom hands out a structure for this catalogue. **Tom** will fill out an example and show it within the next meeting in Bulgaria in January 2014. **José** is responsible for the layout of the cookbook as well.

All partners agree that the cookbook contains one page for each partner about the hosting city/country and one or two pages with finally two recipes (text and pictures).

Evaluation/printing:

Ayse hands out an evaluation sheet and will prepare a digital template. She explains that each multilateral meeting will be evaluated as well as there will be a summarizing evaluation after one year and at the end of the project. Not only representatives of the project partners but all participating persons are supposed to fill out the evaluation sheet.

All Partners agree to fill out the sheet digitally and send it to Ayse via e-mail.

Ayse is also responsible for printing 50 cookbooks.

Documentation/logo/minutes:

Peter is responsible for various aspects of project documentation.

Interim report:

The interim report will be prepared at the multilateral meeting in France in June 2014.

3. Miscellaneous

Tom sends a template for participating certificates to all partners. It is essential that **all partners** use this template (with their own partner logo) and that they print in all participants names and all dates.