

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

Minutes on the fifth project meeting on May 29th in Málaga, Spain

Present: Abdulkadir Kat (Kültür Sanat Eğitim Akademi Derneği)
Sükrü Cedik (Kültür Sanat Eğitim Akademi Derneği)
Tom Vondrak (VondiConsulting)
José Garcia (I.E.S. Reyes Católicos)
Viktor Lekov (European Bridges)
Guy Khalepski (Elephantmusik)
Reiner Nolten (GFWH GmbH)
Peter Dohmen (GFWH GmbH, resp. for minutes)

1. Salutation and Communication

Tom welcomes all present partners in Málaga and introduces to the agenda for the meeting. He mentions that communication among partners who responds delayed to e-mails should be improved for the rest of the project duration until end of July. He strongly asks all partners to use digital media like e-mail, dropbox as agreed and to read the minutes of the meetings.

2. Final report

The final report has to be finished and to be submitted **until 30th of September** to each partner's national agency. In some countries the report has to be submitted only in digital version, in some countries as well digitally as in written form. Each partner is responsible by himself to check with his national agency.

Tom explains that every partner has to fill in his or her own personalized version of the final report which will be provided by each partner's agency, probably via download-link. Bulgaria and Germany already received their final report form.

Some parts of the final report are supposed to be the same in all partner's versions. Viktor, Peter and Tom prepared texts for these common parts as agreed at the last meeting in Dusseldorf. Tom will provide these templates to all partners after having finished them. Tom will also provide a template for section "Outcomes" of the final report.

Tom already sent an overview containing the dates of the multilateral meetings to all partners. Partners should use this overview for the according section in the final report. This overview does not contain bilateral meetings, but bilateral meetings should also be mentioned in the final report as partnership activities (host)/mobilities (guest). Partners should also consider to mention multilateral meetings in the final report as partnership activities (part F.2.) when being host.

Tom strongly recommends to describe any kind of dissemination activities in the report.

3. Products

- Curriculum

The Training Curriculum is missing on the website in the section 'results'. Tom is about to revise the existing table, afterwards Guy will load it up to the website.

- *Website*

In the meantime Guy registered the domain www.eventtraining.eu. Some changes and supplements have to be realized for the website:

1. Guy has to remove Portugal as partner from the website in different sections.
2. All partners agree to change the actual contact form to a picture of Tom's (as coordinator) address.
3. Tom will send the agenda of the first meeting in Málaga to Guy to load it up on the website.
4. Guy has to change the abbreviation 'TK' into 'TR'.
5. For the 'Results' section on the website Peter will deliver short abstracts for each product.
6. Viktor suggests to remove the deadlink behind the LLP-logo on the website.

All partners have to put a link on their own websites to the project website www.eventtraining.eu **until 12th of june**. Tom will check each partner's website.

- *Newsletter*

All partners agree to return their translations of the 2nd newsletter to Viktor **until 12th of june**.

- *Pictures*

All partners should store their pictures from the meeting in Málaga and from other meetings in the dropbox directory **until 12th of june**.

- *Summary of basic phrases*

Peter works on the layout of the summary and will send it to guy **until end of june**.

Guy will update the website until **15th of july**.

- *EST database*

Peter will put all relevant project information into the EST-database including a translation of the summary of the project description. Peter already sent the summary description to all partners who will translate them **until 12th of june** into their language and sent them back to Peter.

4. Dissemination

Tom reminds all partners to realize dissemination activities in the last few months of the project. Partners should describe any transnational network (names, addresses and website) and send this description to Tom **until 12th of june**.

5. Evaluation reports/Final Evaluation

The reports of both meetings in Málaga are missing. Ayse is kindly asked to send the evaluations to Guy.

Viktor sends all comments of participants to Tom **until 12th of june**.

Ayse also has to prepare and to send the final evaluation report for the project to Tom.

All partners are requested to check if they have all certificates. If any certificates are missing, partners organize those by themselves.