

MobileBE Launch Meeting

October 18th-19th, 2017, Vienna

Location: *VHS polycollege*, Stöbergasse 11-15, 1050 Vienna, Austria
(location is now confirmed)

Day 1 -- Wednesday, 18. October 2017

9:15	Welcome
9:30	Partner organisations introduce themselves <ul style="list-style-type: none"> - Max. 10 minutes per partner. We are 8 organisations! (Better present 5 minutes, and leave 5 minutes for questions) - Ideally you could include info on your basic education offers / previous experience in project related work - Projector etc. is available
11:00	Coffee and fresh air break
11:30	Project design Presentation and discussion of the project concept <ul style="list-style-type: none"> - Project idea / time table / operative steps - Common tasks of all partner organisations - Pilot projects: first ideas
13:00	Lunch
14:30	Project implementation <ul style="list-style-type: none"> - Work packages, lead roles - Distribution of special tasks: logo, leaflet, website, social media, evaluation, publication editing, video production, etc. - Dissemination activities: common tasks, special tasks (Renate Ackermann) - Agreement on minimal requirements of pilot projects <p><i>Coffee break wherever it fits</i></p>
17:00	Expected end of today's sessions
19:30	Social dinner Traditional <i>Heuriger</i> tavern <i>10er Marie</i> in Ottakring (West central district of Vienna), Ottakringer Str. 222-224

Day 2 – Thursday, 19. October 2017

9:30	Rules and Tools <ul style="list-style-type: none"> • Financial regulations of the contract; important topics related to payment, reporting and accounting (Renate Ackermann) • Communication in the team (Christian Geiselmann) <ul style="list-style-type: none"> - Agreement on channels to use - E-mail, shared storage folders, tele-conference tools - Regular updates on progress / tele-conferences
11:00	Coffee Break
11:30	Planning the Next Meetings Agree on places and times of International Meetings (Renate Ackermann) <ul style="list-style-type: none"> - General Plan for the next 34 months - Dates for meetings in April and August 2018 - Location for the Staff Training week (ca. March 2020)
12:30	Lunch
14:00	A Glance at Good Practice Getting acquainted with one of the innovative education methods practiced in Vienna such as “Basic Education in the Park” – (Barbara Brunmair, VHS Wien)
15:00	Coffee break
15:30	Work on Intellectual Output I <ul style="list-style-type: none"> • Research for Output I: what is expected? <ul style="list-style-type: none"> - Research on existing good practice (teaching methods, including recruiting, competence assessment, and validation) - Needs analysis: potential new target groups - Timeline for research and editing • Outlines of the planned publication <ul style="list-style-type: none"> - Structure of the book - Pages / total and per country - Writing and editing process - Physical form of publication
16:30	Evaluation of the Meeting Based on a questionnaire handout
16:45	Expected end of today’s sessions
Evening	Optional joint cultural activity / regional studies: Aperitif in the <i>Dachboden</i> (attic pub) of the <i>25hours Hotel</i> to enjoy a beautiful view over the City (fingers crossed for good weather). Then visiting neighbouring famous <i>Museumsquartier</i> (some exhibitions are open to 21:00) and exploring gastronomy there.