



European Decades (EdUcade Project)

AGENDA:

Kick-off Meeting in Madrid, Spain

Thursday 26/10/2017 - Saturday 28/10/2017

DATE:	TIME:	ACTIVITY:
Thursday, 26/10/2017		Arrival of the partners. Accommodation at PETIT PALACE PRESIDENT hotel in Madrid: http://www.hotelpresidentcastellana.com/
	21:00 – 23:00h	Welcome dinner (restaurant to be confirmed)
Friday, 27/10/2017 Altius Foundation headquarters C/ Pedro Unanue, 14 28045 Madrid	09:00 – 11:15h	Presentations of institutions and partners Presentation of the project Main activities, timetable
	11:15 – 11:30h	Coffee break
	11:30 – 13:30h	Discussion on the organisation of the project events: requirements, participants, N° represented countries Presentation of the 1 st project event in Bulgaria: Mrs. Kaleynska, EIC – Veliko Tarnovo
	13:30 – 15:00h	Lunch catering
	15:00 – 18:00h	Roles and responsibilities of the partners Distribution of tasks Disemmination of the project outputs Evaluation strategy Project budget. Contract agreements. Payment arrangements Required documents for the needs of the financial and technical reports
	18:00 - 21:00h	Free time
	21:00 – 23:00h	Dinner (restaurant to be confirmed)
Saturday, 28/10/2017	morning	Breakfast
		Departures/Free time