

## **TrainSME – Partner Meeting Thessaloniki**

innovative vocational Training approaches in Small and Micro Enterprises

### **AGENDA**

**Date:** 28<sup>th</sup> – 29<sup>th</sup> September, 2006

**Location:** Thessaloniki, Greece

**Meeting Venue:** ATLANTIS headquarters  
9<sup>th</sup> km. Thessaloniki – Themi road  
Thessaloniki  
+30 2310 531000 (+30 6947 001999)  
[www.atlantisresearch.gr](http://www.atlantisresearch.gr)

**Hotel:** Hotel NEPHELI  
Street: 1 Komninon street, 552 36, Panorama  
Town: Thessaloniki  
Telephone: +30 2310 342002  
[www.nepheli.gr](http://www.nepheli.gr)

#### **Miscellaneous:**

- + Meeting language: English
- + Technical equipment available: flipchart, laptop, projector

#### **To do list:**

- + WP 1: Please bring your signed justifications about subsistence costs to the meeting (not Arttu)
- + WP 3: Bernd could you please lead the discussion on the development/content of the compendium
- + WP 4: All partners should have prepared short presentation about the first results on the pilot testing
- + WP 5: Foteini please give us a short progress report and inform us about the remaining tasks on WP 5
  
- + All: Please follow the instructions of the work package leaders who will directly address all participants.



Leonardo da Vinci



**Agenda:**

Wednesday, 27<sup>th</sup> September, 2006:

Time	Content	Institution in charge	Location	Note
19:45	Meeting point: Hotel lobby	ATLANTIS	Hotel NEPHELI	
20:00 – ....	Dinner	ATLANTIS	To be announced	Please inform us about any diets/allergies



Thursday, 28<sup>th</sup> September, 2006:

Time	Content	Institution in charge	Location	Note
09:00	<i>Meeting point: The lobby of Hotel</i>	ATLANTIS	Hotel NEPHELI	<i>Transportation to the meeting place</i>
09:30 – 09:45	Welcome	ATLANTIS, all	ATLANTIS	
09:45 – 10:00	TrainSME, project & meeting outlook	MERIG	ATLANTIS	Current status, tasks and aims of the meeting
10:00 – 10:30	WP 3 Toolkit	All, managed by MERIG	ATLANTIS	Feedback round
10:30 – 11:00	<i>coffee-break</i>	ATLANTIS	ATLANTIS	
11:00 – 12:30	WP 4 First results of pilot actions	All, managed by ATLANTIS	ATLANTIS	Presentation of first results, discussion
12:30 – 14:00	<i>Lunch</i>	ATLANTIS	ATLANTIS	
14:00 – 15:00	WP 4 Pilot actions	All, managed by ATLANTIS	ATLANTIS	Discussion about further steps (testing – training – case studies)
15:00 – 15:30	<i>Coffee-break</i>	ATLANTIS	ATLANTIS	
15:30 – 16:30	WP 3 Compendium	All, managed by ITF	ATLANTIS	Discussion / development / content of compendium
20:00 – ....	<i>Dinner</i>	ATLANTIS	<i>To be announced</i>	

Friday, 29<sup>th</sup> September, 2006:

Time	Content	Institution in charge	Location	Note
09:00	<i>Meeting point: The lobby of Hotel</i>	ATLANTIS	Hotel NEPHELI	<i>Transportation to the meeting place</i>
09:30 – 10:30	WP 5 Assessment & Evaluation	ATLANTIS	ATLANTIS	Progress report & next steps
10:30 – 11:00	<i>Coffee-break</i>	ATLANTIS	ATLANTIS	
11:00 – 11:30	WP 6 Dissemination & Exploitation	MERIG, all partners	ATLANTIS	+ Presentation of power point presentation + Conference participation + Report on dissemination activities
11:30 – 12:30	WP 1 Project Management	MERIG	ATLANTIS	+ Final workshop + SMMR, Amendment
subsequent	Closing session	All partners	ATLANTIS	
16:00 – 18:00	<i>Open questions or leisure programme (depending on the achievements of the meeting goals)</i>	ATLANTIS	<i>(will be announced)</i>	