

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

Minutes on the third project meeting on January 24th 2014 in Sofia, Bulgaria

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

Tom welcomes all partners in Sofia. **Viktor** introduces the programme for the next two days.

2. Administrative tasks of the project

Tom hands out an agenda with tasks for the project management group. All participants agree on the following steps:

Evaluation: It is obligatory for not only participants of the management group but for all participants to fill out the evaluation sheets provided by **Ayse**. **Tom** underlines that from his point of view the project's idea is to give every participant the opportunity to learn something new about the hosting country.

Minutes of the meeting in Innsbruck: All partners are kindly ask to read the minutes carefully.

Communication: **Tom** reminds the partners to answer e-mails at least within one week to guarantee uninterrupted communication. All partners agree to communicate via skype instead of telephone due to reduction of communication costs. Minutes will still be sent via e-mail and stored in the common dropbox directory. **Peter** creates a dropbox folder 'templates' and stores the template for IEAT Word documents.

Confirmation of the next multilateral meetings:

a) Turkey: Date is fixed, **Guy** will not attend, **José** might not attend. In Turkey the interim report will be prepared. Every partner will bring own texts according to the form sheet which will be provided by each partner's national agency. Partners are asked to inform **Ayse** about how many attendants there will be from each country.

b) France: Date is fixed, June 13th to 16th.

c) Germany: Date is fixed, arrival on Wednesday 11th of February 2015, departure on Saturday 15th.

d) Spain: Date is **not yet** fixed. **José** will inform about the exact dates of any festival in Spain until 10th of February 2014.

To Do:

a) *Coordination, communication and monitoring* have to be accepted and improved as mentioned before.

b) **Guy** shows the actual version of the *website*. All partners agree with the layout and content of the website. **Guy** is kindly asked to change the following details:

- Convert all logos into transparent background or adjust the background colour of the website according to the background colour of the logos.
- Change the EU-logo to the actual version of the LLL Programme.
- Category "Production": add 'in process' to illustrate that the products are in development.
- All partners agree that there have to be some products on the website before the interim report will be sent to the national agencies.
- Recipes are kindly asked to be uploaded into the according dropbox folder by the hosting partner right after each meeting.

c) *Newsletter and dissemination*: **Viktor** shows his draft for the project newsletter. All partners agree with the layout of the newsletter, which will not come to an extend of more than four pages. The EU-logo has to be changed into the actual version. During the project two newsletters will be disseminated in each participating country. Generally all partners write a text as mentioned in the last minutes and store them into the dropbox, then inform **Viktor** that the text is in there. **Viktor** puts the texts into the template for the newsletter and provides it to all partners. In addition **Viktor** puts in pictures concerning the event and typical food as well as a short description.

For the first newsletter **Tom**, **Viktor** and **Ayse** as the hosts for the first three meetings provide the texts in English language. This newsletter will be disseminated after the meeting in Adana and each partner translates the newsletter in his or her language. Texts for the second newsletter will accordingly be provided by **Guy**, **José** and **Peter**.

d) *Training curriculum and event cook book*: **Tom** mentions that the former idea for the curriculum better should be changed. The partners agree, that the curriculum now should contain the following parts:

1. Definition of Event Management
2. Description of the visited events
 - > short description provided by hosts
 - > recipes incl. drinks provided by hosts
 - > do's and don't's provided by hosts
 - > pictures and videos provided by all participants and stored in dropbox
 - > statement of each participant about what seems strange to them to emphasize cultural differences between the countries.

e) *Evaluation and print of cook book*: **José** and **Ayse** are supposed to talk to each other concerning the layout. Format A5 is preferred for printing books. Accordingly to the statement of each participant about what seems to be strange in the hosting country **Ayse** is kindly asked to add a field in the evaluation sheet which is obligatory for each participant. Question: *What seemed strange to you?* (not more than one or two short sentences). For the meeting in Innsbruck all partners will send a short text to **Tom** until 10th of february.

f) *Documentation, logo, minutes of the meetings*: **Tom** asks all partners to read the minutes carefully.

3. AOB

José is kindly asked to bring the correct certificates of attendance (based on Word template and including organisation stamp) to Turkey or to send them to each partner soon.