

AGENDA

1st Transnational Meeting - Kraków, Poland, 17-18 October 2019

**Project: Digital inclusion of adults - let's learn from examples of good practices
2019-1-PL01-KA204-065528**

Venue: Floriańska 55, Kraków (Conference room on the 1-st floor of the Brama Hostel)

Thursday 17.10.2019

- 10.00 – 10.10 Official welcome to transnational partners of the project
- 10.10 – 10.50 Presentation of participants
Short presentation of all partners' organizations
- 10.50 – 11.30 Presentation of the „Digital inclusion of adults” project
Review of the Project Proposal (*EduMedia*)
- 11.30 – 11.45 Coffe Break
- 11.45 – 13.00 Planned project activities and task
Determining the role of each partner (*EduMedia*)
- 13.00 – 13.15 Polish lesson – basic words in 5 minutes
Polish cuisine – basic info
- 13.15 – 15.00 Lunch
- 15.00 – 15.45 Dissemination Plan (*M&M Profuture Training, S.L.*)
Dissemination and promotion activities in each partner country
(actions, target audience, persons in charge, tools)
- 15.45 – 16.30 Evaluation Plan & Monitoring (*Právě teď! o.p.s.*)
- 16.30 – 16.45 Coffe Break
- 16.45 – 17.45 Communication
Project website issue (*EduMedia*)
- 17.45 – 18.00 Conclusions of the 1st day
- 19.30 Dinner – “Jama Michalika” (famous Polish restaurant and Art Cafe),
Kraków, Floriańska 45

Friday 18.10.2019

- 09.00 – 11.30 Social Programme: culture activities, sightseeing Krakow with the guide
The importance of Kraków as a cultural centre of European significance
Promotion of Polish cultural heritage
- 11.30 – 13.15 **Steering Committee**
Feedback and overview of the meeting
Main decisions and schedule.
Tasks which should be done before 2nd project meeting (the recapitulation)
- 13.15 – 15.00 Lunch
- 15.00 – 16.00 Setting dates for next meetings
Organization of the next meeting – March 2020 – Czech Republic
Internal evaluation. Certificates

Host organization: Fundacja Edukacja i Media, PL 44-100 Gliwice