



Breaking Free

from Modern Addictions



Date: 20.06.2024
Time: 10:00 – 15:00 CET

Duration: 5 hours
Platform: ZOOM

Time	Topic	Details
10:00 – 10:15	Welcoming & Organizations Networking	Opening remarks and introductions. A brief overview of each organization's role in the project.
10:15 – 10:30	Expectations at the Personal and Organizational Levels	Discussion on individual and organizational goals. Aligning personal objectives with project outcomes.
10:30 – 11:45	Online Visit to the Venue and Place of Activities	Virtual tour of the project venue. Overview of the planned activities and logistics.
11:45 – 12:15	Cooperation and Communication Methods	Communication strategies before and during the project. Tools and platforms for effective collaboration.
12:15 – 12:45	Partner Tasks and Responsibilities	Detailed breakdown of tasks assigned to each partner. Timeline for deliverables and milestones.
12:45 – 13:15	Participant Preparation and Support Issues	Practical preparation (travel, accommodation). Theoretical preparation (project objectives, training). Intercultural preparation (cultural sensitivities and integration).
13:15 – 13:45	Reimbursement Issues	Required documents for reimbursement. Timing and method of reimbursement. Addressing common issues and questions.
13:45 – 14:00	Risk Analysis and Risk Management	Identifying potential risks. Strategies for risk mitigation and management.
14:00 – 14:20	Dissemination & Visibility Strategy	Plans for project dissemination. Strategies to enhance project visibility.
14:20 – 14:40	Agreement of Good Task Implementation	Standards and expectations for task completion. Methods for monitoring and evaluation.
14:40 – 15:00	Epilogue (Future Plans - Follow Up)	Summarizing key points and action items. Plans and follow-up meetings. Closing remarks.

Notes: Time slots are indicative; flexibility may be necessary to allow for thorough discussion.

