

Agenda of the 1st project meeting of GuideMe!

Where? Austria Trend Hotel Ananas
 Rechte Wienzeile 93-95
 Sonnenhofgasse 8-10
 1050 Wien
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 Web: <http://www.austria-trend.at/Hotel-Ananas/en/>

When? 11-16-2009 10.00–18.00
 11-17-2009 09.00–17.00

Schedule:

Nov. 16, 2009

<i>Check-in, welcoming</i>	<i>09.30-10.00</i>
(Powerpoint) Presentation of the GuideMe! partner organizations, role within the guidance system in the respective partner country	10.00-11.00
Presentation of the main GuideMe! project goals, target groups and products by abif + discussion	11.00-11.45
<i>Coffee Break</i>	<i>11.45-12.00</i>
Powerpoint presentation on the guidance system, the situation of quality standards in career guidance by each partner organization and discussion	
AUSTRIA (10' presentation, 10' discussion)	12.00-12.20
BULGARIA (10' presentation, 10' discussion)	12.20-12.40
GREECE (10' presentation, 10' discussion)	12.40-13.00
<i>Lunch Break</i>	<i>13.00-14.00</i>
LITHUANIA (10' presentation, 10' discussion)	14.00-14.20
POLAND (10' presentation, 10' discussion)	14.20-14.40
TURKEY (10' presentation, 10' discussion)	14.40-15.00
<i>Coffee Break</i>	<i>15.00-15.30</i>
QUINORA quality standards + blended learning curriculum + discussion	16.00-17.00
Presentation of the project platform on http://www.guideme.at , the functionalities of the content management system for the GuideMe! curriculum and discussion	17.00-18.00

Nov. 17, 2009

Visit of the BBRZ (Vocational Educational and Rehabilitation Center), 1110 Simmeringer Hauptstraße	9.00-11.30
<i>Coffee Break</i>	<i>11.30-11.45</i>
Guidelines for the financial reporting + discussion: * VAT declaration * Confirmation of staff salaries (by accounting agency) * Confirmation on the organization subsistence policy (daily rates or all food and beverage bills) * Usage of self-calculating table * Staff costs documentation * Documentation of dissemination/valorisation	11.45-13.00
<i>Lunch Break</i>	<i>13.00-14.00</i>
Questions to the National Agency: Ida Karner, Austrian Leonardo Agency	14.00-15.00
Next project milestones, next project tasks	15.00-16.00
<i>Coffee Break</i>	<i>16.00-16.30</i>
Next project tasks + planning of next project meeting	16.30-17.00

Further information:

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