

Agenda of the 2nd project meeting of GuideMe!

Where? Ankara University ORSEM Resort
 Colakli Region, Side-Manavgat
 Antalya
 Tel.nr: +90-242 763 61 33



When? 05-17-2010 10.00–18.00
 05-18-2010 9.00–17.00

IMPORTANT INFORMATION: Please keep your boarding passes for the reporting, they are a proof for the national agency that you actually took part in the meeting!!! And please keep also all other bills, like public transport means bills. Depending on how you report the daily allowance – some companies do it with bills for all meals and drinks, others have a lump sum that is billed after a project meeting – you also need to keep the bills for your meals. I just mention it: Please also keep your hotel bill for the reporting.

SCHEDULE

May 17, 2010

<i>Check-in, welcoming</i>	<i>09.30-10.00</i>
Program of the up-coming meeting – Karin Steiner (abif)	10.00-10.15
Up-date on so far fulfilled project activities, fulfillment of project milestones (+ questions) – Karin Steiner (abif)	10.00-10.30
Results of the last meeting evaluation, lessons learned (+ questions) – Ruth Kasper (abif)	10.30-10.50
Comparison of the situation of quality in guidance in all partner countries (+questions) – Ruth Kasper (abif)	10.50-11.35
<i>Coffee Break</i>	<i>11.35-11.55</i>

Presentation of didactic concept and the GuideMe! platform (http://www.guideme.at) – questions + discussion – Karin Steiner (abif)	11.55-12.25
Presentation of dissemination materials – Recep Varcin, Mehtap Bahadir (KARDER)	12.25-12.40
Short presentations on so far carried out and planned dissemination and valorization activities by all partners (important!) – questions and discussion (Each partner has to bring copies of documented activities!)	12.40-13.40
<i>Lunch Break</i>	<i>13.40-15.00</i>
Exchange on the 4 delivered best practices among all partners in small groups of 2-3 participants – rotation of participants after 15 minutes: <u>Bring visual materials, handouts and focus on</u> a) Explain one of your best practices! b) What is so special about your best practice? c) What can other countries learn from this best practice for their own work? Short report from each partner what can be learned from others, what they found most interesting of the best practices delivered from the partners	15.00-16.15
<i>Coffee Break</i>	<i>16.15-16.45</i>
Feedback on the so far delivered translations, upload on the GuideMe! platform – Karin Steiner (abif)	16.45-17.15
Individual time	17.15-19.00
<i>Dinner together</i>	<i>19.00-21.00</i>

May 18, 2010

Notes for the valorisation workshop organization, blended learning, example of Austrian workshop design (+questions) – Karin Steiner (abif): * regional dissemination partner concept * target groups * workshop goals * specific design for 2 days Blended learning design – how to implement the GuideMe! platform in the curriculum (+questions)	9.00-10.00
Other workshop designs that could be presented by other partners (for instance Znanie, KARDER...)	10.00-11.00
<i>Coffee Break</i>	<i>11.00-11.30</i>
Financial Reporting: Open interim reports, missing declarations, questions by partners	11.30-12.30
E-library: presentation + guidelines for inserting literature, websites, links (+questions)	12.30-13.00
<i>Lunch Break</i>	<i>13.00-14.15</i>
Next project milestones, next project tasks, planning of next project meeting (Sofia)	14.15-14.45
Visit of ISKUR Antalya office	14.45-18.00
Individual time	18.00-19.00
<i>Dinner together</i>	<i>19.00-21.00</i>

Further information:

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