# Workshop in Brussels January 23rd to 27th 2012

N.B. Remember to keep your boarding passes / original travel documents, and receipts.

**Meeting place:**

The “EfVET” office in Rue d'Arlon 40. Some group meetings will be in the “TOOLS project headquarters” rue Souveraine number 24, first floor.

**Main items for the kick-off workshop are**:

* Project start
* Team building
* Ensure that all teams know their tasks and responsibilities
* Quality control and monitoring
* Dissemination

**Please if possible bring a laptop computer and iPad. Please also bring an extension cord for multiple sockets if you need to power your laptop;-)**

## Agenda

***N.B. The schedules are only indicative as the agenda should be flexible and other items may be included. Where needed / possible we may also break into groups.***

## January 23rd

Arrival of teams and check in at hotels / apartments.

ICT setup, network, beamer etc. (Kent Andersen)

19.00 The teams meet on the corner of Avenue Louise and Place Stephanie.

Walk to restaurant, suggested place is Le Brassins, 36 rue Keyenveld for a typical Belgium dinner.

\* Dinner and networking. Please e-mail or phone Kent Andersen [ka@sde.dk](mailto:ka@sde.dk) (0045 40797720) if you have a delayed flight etc. and want to participate)

***January 24th***09.00 Welcome by Kent Andersen in the EfVET meeting room/office in Rue d'Arlon 40.

09.10 Presentation of the teams. Each participant tells about experiences with language teaching methods and his/her preferred method

10.30 Walkthrough of the workshop agenda items (Kent Andersen)

11.00 Kent Andersen presents the project ideas

12.00 Demonstration of the project website [www.languages.dk](http://www.languages.dk): Kent Andersen

12.30  \* Lunch

13.30 The quiz: An entertaining quiz to verify that we all know the project aims, objectives, and work plan☺ / each team presents their tasks in the project.

14.00 Presentation of the alpha version of our tool/service a.k.a. Clilstore (SMO)

15.00 Deciding a structure for suggested features, i.e. groups of features like how the end user (the learners) will meet the exercises, what information is needed from the authoring teachers (language, level of end users, topic, allow others to copy and edit, etc.), user interface, etc. (SMO)

It is easier for the software development when our wishes are divided into groups of functions.

19.00   \* Dinner Suggested place is Le Pavillon in Rue Defacqs 64

## January 25th

09.00   Teams meet in the EfVET meeting place/office

09.10 Presentation of the CLIL method and debate of how we can exploit the “Clilstore” service in a CLIL context (Ulster/Caoimhín)

11.00 IPR agreement: The ideas behind CopyLeft is presented, all participants sign the CopyLeft contract regarding materials developed during the project. Kent Andersen

11.15 The teams work in two groups:

Group A (Pedagogical development): Compilation of ideas for a CLIL guide structure (Ulster)

Group B (Software development and structure): Work on Clilstore testing and compilation of list of desirable features for the service (SMO)

N.B. Each group should bring the address of an online video (e.g. from Youtube) and a text for that video (e.g. in Arabic), which will be used for testing the online system.

12.30  \* Lunch

13.30 Continued work in the groups

15.00 The project blog and dissemination sites (Facebook etc.) and participant

responsibilities (MPRC)

Decisions on and walkthrough of the project communication systems; e-mail lists, newsletter lists, etc.: Kent Andersen.

19.15   \* Dinner Suggested restaurant Strofelia, Rue du Marché aux Porcs 13

## January 26th

09.00 The administrative group (one member from each team) meets in the TOOLS headquarters (rue Souveraine number 24, first floor)

Administrative procedures; biannual reports, and financial rules: Ole Bech Kristensen. At least one participant from each team takes part in this presentation.

The other teams meet in the EfVET office. Continued work in the two workgroups A and B

11.45 All teams meet in the EfVET office: Reporting from the two workgroups.

12.30 \* Lunch / snacks / sandwiches

13.30 Compilation of a list of possible national and international dissemination events or methods that will be implemented in the partner countries to ensure a cross country dissemination and impact on target groups (MPRC)

14.30 Each team prepares a schedule and a list of milestones to be met by that teem until next project meeting. A first version should be prepared before the kick-off workshop to save time.

15.30 Summary of the Project plan, responsibilities, and agreed meeting schedule. We stick to the original work plan dates!

16.00 Quality control of achievements

16.30 Meeting evaluation (based on evaluation forms)

19.00 \* Dinner

## January 27th

Departure and travel.

\* Please note that meals, drinks etc. due to the EU regulations set out in the financial handbook have to be paid by each participant / national team (the cost is of course covered by the per diem).