

Agenda for the Brussels workshop October 12th – 15th

Workshop Venue: Rue de la Concorde 60, just across from the Floris Louise Hotel

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

October 12th

Arrival in Brussels check in at hotels etc.

19.00 * Dinner and networking. Please e-mail Kent Andersen ka@ots.dk if you cannot take part in the dinner (reservation is needed). Meeting place: Reception of Floris Louise Hotel, Rue de la Concorde 59-61

Suggested restaurants are Le Pavillon in Rue de Facqz 64, Les Brassins in Rue Keyenveld 36, or Al Piccolo Mondo in Rue Jourdan 19. Kent Andersen will leave a note with chosen restaurant at the Floris Hotel reception for those arriving late.

October 13th

09.00 Welcome by Kent Andersen.

09.15 Walkthrough of ideas, tasks, schedules, responsibilities for content, quality control, and dissemination. Kent Andersen

10.15 Presentation of the teams. Each team presents its members with a quick overview of competences in the pools project, e.g. experience with drama, materials production, teacher training, language teaching, computer assisted language learning etc.

10.45 Shopping lists – equipment and software to use in the project. Kent Andersen

11.15 Administrative procedures: Ole Bech Kristensen. N.B. The administrative representatives continue until lunch, the practitioners / content developers change room / subject at 12.00

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

13.00 * Lunch / snacks / sandwiches

14.00 Danish team performance of chosen scenario

14.15 Basque team performance of chosen scenario

14.30 Dutch team performance of chosen scenario

14.45 German team performance of chosen scenario

15.00 Lithuanian team performance of chosen scenario

15.15 Romanian team performance of chosen scenario

15.30 Spanish team performance of chosen scenario

15.45 Scottish team performance of chosen scenario (The Scottish team is responsible for English and Gaelic content pools)

16.00 * a short refreshment break

16.30 Group work with walkthrough of the scenario ideas prepared by each team. We need to ensure that we as a minimum cover the target groups; Electronics, Catering and tourism, Healthcare, and Media studies.

17.30 Debates followed by decision on a common set of scenarios for the content development.

19.15 * **Dinner** Assembly in front of the Floris Hotel, a short walk to restaurant (Suggested restaurants are Le Pavillon in Rue de Facqz 64, Les Brassins in Rue Keyenveld 36, or Al Piccolo Mondo in Rue Jourdan 19)

October 14th

09.00 The project dissemination blog (Web log), how to use a blog and participant responsibilities. Màrtainn Dòmhnallach.

9.45 Demonstration of the project website – www.languages.dk Kent Andersen

10.30 Each team presents questionnaire ideas for interviews to be used for content development

11.00 Group work with walkthrough of interview ideas. We need to ensure that we as a minimum cover the target groups; Electronics, Catering and tourism, Healthcare, and Media studies.

12.00 Debates followed by decision on a common set of interview questionnaires for the content development.

13.00 * Lunch / snacks / sandwiches

13.45 Demonstration of ICT content development. Kent Andersen

14.15 Group work: Based on gap analyses and debates the groups suggest a possible list of content and framework for the teacher courses on eLearning methodology and development.

15.30 Debates followed by decision on a sample curriculum with content and framework for the teacher courses on eLearning methodology and development.

16.30 Exchange of knowledge of projects that might be suitable for use in the Pools project and possible clustering. The result should be an initial list of possible clustering projects.

17.00 Summary of the Project plan, responsibilities, and schedule. Like in the BP-BLTM project we stick to the original work plan dates!

18.00 EFQM quality control of achievements

19.15 * **Dinner** Assembly in front of the Floris Hotel, a short walk to restaurant (Suggested restaurants are Le Pavillon in Rue de Facqz 64, Les Brassins in Rue Keyenveld 36, or Al Piccolo Mondo in Rue Jourdan 19)

October 15th

Departure from Brussels

* 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, but remember that hotel + meals must not exceed 150€per day).