

Workshop for finalising projects

Agenda

23 - 24 May 2012

Venue: *Albert hotel, Dzirnavu street 33, Riga, Latvia*

23 May, Wednesday

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| 12:00 - 13:00 | Registration & lunch buffet |
| 13:00 - 13:15 | Welcome and introduction |
| 13:15 - 15:00 | FINANCIAL SESSION - What to remember about the project's closure? |
| 15:00 - 15:30 | <i>Coffee break</i> |
| 15:30 - 17:15 | Project experiences of reporting – feedback to the reporting and recommendations for reporting in the future |
| 17:15 - 17:30 | Feedback session & Closure of the day |
| 19:00 - 21:00 | <i>Get together dinner</i> |

24 May, Thursday

- 08:15 – 09:00** **Registration & coffee**
- 09:00 - 09:15** **Welcome and introduction**
- 09:15 – 10:00** **CONTENT SESSION - Guidance on how to fill in the Final Activity Report and the Final Annex**
- 10:00 – 10:30** **Practical exercise - Final Annex**
- 10:30 – 11:00** *Coffee break*
- 11:00 – 11:30** **COMMUNICATION SESSION - How to make a good story about your project?**
- 11:30 – 12:30** **Practical exercise –a story about your project**
- 12:30 – 12:50** **Feedback session**
- 12:50 – 13:00** **Closure**
- 13:00 – 14:00* *Lunch buffet*
- 14:00 – 17:00** **IPCs upon prior request**