

## **Workshop for finalising projects**

### **Agenda**

**30 November 2011**

**Venue:** Radisson Blu Ridzene Hotel, Reimersa str. 1 Riga, Latvia

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| <b>08:00 - 09:00</b> | <b>Registration &amp; coffee</b>   |
| <b>09:00 - 09:15</b> | <b>Welcome and introduction</b>  |
| <b>09:15 - 09:50</b> | <b>FINANCIAL SESSION</b> - What to remember about the project's closure?   |
| <b>09:50 - 10:30</b> | <b>CONTENT SESSION</b> - Guidance on how to fill in the Final Activity Report and the Final Annex.                   |
| <b>10:30 - 11:00</b> | <b>Practical exercise</b> - Final Annex.   |
| <i>11:00 - 11:30</i> | <i>Coffee break</i>  |
| <b>11:30-12:00</b>   | <b>COMMUNICATION SESSION</b> - How to make a good story about your project?  |
| <b>12:00 - 13:00</b> | <b>Practical exercise</b> - a story about your project.  |
| <i>13:00 - 14:00</i> | <i>Lunch break</i>   |
| <b>14:00 - 15:15</b> | <b>Project experiences of reporting</b> - feedback to the reporting and recommendations for reporting in the future. |
| <b>15:15 - 15:30</b> | <b>Closure</b>   |

