

## *Building active tools for a Sustainable Active Europe*

Dear Active Voice EU partners,

We invite you to the AV project meeting that will be **from 26 to 28 March in Rome in Italy.**

With this e-mail we are sending you draft agenda for the meeting and infopack with basic practical information. Final infopack will be sent to you on 12.3.2018.

We are all looking forward to welcoming you in Rome.  
ISCA Team

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### **Active Voice EU partners meeting**

**Date:** 26. – 28.3.2018

**Place:** Rome, Italy

**Venue:** TBC in the final infopack on 12.3.2018

### **Meeting objective:**

- to discuss and finalize materials for the AV online learning

### **Meeting framework:**

- 26.3. Arrivals to Rome in the morning, working afternoon, 13.00 – 19.00 and dinner
- 27.3. Full working day, 9.00 – 17.00
- 28.3. Working morning and departures after 14.00

### **Meeting budget:**

- ISCA will cover ground costs, including accommodation for all invited partners ( for 2 representatives from each invited organisation).
- Partners have a budget to cover cost of travel to the meeting, so you book the flight/train ticket that fits to the meeting timeframe (for 2 representatives from each invited organisations).

### **Registration for the meeting and Hotel booking:**

- We kindly ask all partners to send us participants names **before 1.3.2018**, that we can make Hotel pre-booking on time.
- It is recommended to book flight tickets as soon as possible to get the best arrangement and price.

## Building active tools for a Sustainable Active Europe

### Day 1, 26.3.2018 – Status and AV training materials

Time	Topic	Description /comments
Morning	Arrivals	
13.00 – 14.00	Lunch	
14.00 – 14.30	<b>Welcome</b> , by ISCA	<i>Intro to the meeting</i>
14.30 - 15.00	<b>Project status</b> , by ISCA	
15.00 – 15.30	<b>Presentation of the AV Learning Platform</b> , by ISCA	<i>Technical details and support</i>
15.30 – 18.00	<b>Active Voice Training content Part 1</b>	<i>Presentation and discussion on:</i> <ul style="list-style-type: none"> <li>• <i>What do we have in the box for each module?</i></li> <li>• <i>Topics, content, materials</i></li> <li>• <i>Learning methodology</i></li> <li>• <i>Learning outcomes</i></li> <li>• <i>Expected hours of learning</i></li> </ul>
19.00	Dinner	

### Day 2, 27.3.2018 – AV Training materials and promotion

Time	Topic	Description /comments
9.00 – 9.30	<b>Overview from the Day 1</b>	
9.30 – 12.30	<b>Active Voice Training content Part 2</b>	<i>Presentation and discussion on:</i> <ul style="list-style-type: none"> <li>• <i>What do we have in the box for each module?</i></li> <li>• <i>Topics, content, materials</i></li> <li>• <i>Learning methodology</i></li> <li>• <i>Learning outcomes</i></li> <li>• <i>Expected hours of learning</i></li> </ul>
12.30 – 14.00	Lunch	
14.00 – 16.00	<b>Promotion, Dissemination, Sustainability</b>	<ul style="list-style-type: none"> <li>• <i>How are we going to promote AV training?</i></li> <li>• <i>What is in the training for our members/users?</i></li> <li>• <i>What number of participants do we want and/or expect? How will we reach that?</i></li> <li>• <i>How do we see AV training sustainability?</i></li> <li>• <i>What will happen when project ends?</i></li> </ul>
17.00 – 19.00	<b>Walk in the city of Rome</b>	
19.00	Dinner	

### Day 3, 28.3.2018 – Final steps

Time	Topic
9.00 – 9.30	<b>Overview from the Day 1 and 2</b>
9.30 – 12.30	<b>Time for final conclusions</b> <b>Time for recording/filming the interviews, statements</b>
12.30 – 14.00	Lunch and departures

