

First Transnational Meeting Agenda

Lancaster, United Kingdom – November 2015

PRACTICAL INFORMATION FOR PARTICIPANTS:

Transport to Lancaster:

www.trainline.co.uk – train

(Off-peak returns are the best value if you will return at weekend)

Hotels:

Royal Kings Arms, Lancaster

This is 5 minutes' walk from the train station.

www.royalkingsarmshotellancaster.com

Travelodge is a few minutes further but maximum 10 minutes

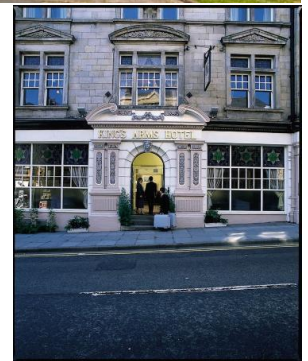
<https://www.travelodge.co.uk/hotels/498/Lancaster-Central-hotel>

I recommend contacting the hotel as soon as possible if there is a delay or problem with your arrival. They are likely to charge the full rate for a no-show. The Kings Arms hotel is across the road from Lancaster Castle and directly in Lancaster City Centre, whilst the Travelodge is a further 5 minutes' walk.

There are lots of places to eat, drink, and draw money or shop within 5 minutes' walk. There is also a money exchange office in the centre but I can't guarantee their exchange rates.

Meeting venue: LMC for both days – you will be collected in the LMC minibus both days and it takes about 15 minutes depending on the traffic. You can wait in the hotel lobby or at the front where we will park the Minibus. If partners prefer they can all walk to the Kings Arms Hotel to be picked up together? Saturday is an optional cultural day and we will arrange what the group prefers. We will have a minibus for this.

LMC will arrange catering for lunchtime and coffee throughout the meeting days when at LMC.



Project name: Respect4 - Education without Barriers

Reference number: 2015-1-UK01-KA219-013497

Group email in case of delay or emergency: europa@lmc.ac.uk

- John Latham – International Projects Manager mobile: +44 [0]7780564500 (sms is best)
- Mathew Hayes – International Projects Coordinator
- Paul Ineson – International Projects Coordinator
- Brigitte Rogers – International Projects Administration

Feel free to use the Facebook Respect4 group to share information about arrivals, weather and travel to coordinate the group. It's starting to get rather wintery, so please prepare for daytime temperatures between 5C – 8C and, as you would expect, also bring an umbrella – did I mention it can be rather windy as we are close to the sea?

Note: The grant generally allows for two project participants to each staff only meeting. Please contact us or your National Agency in advance if you intend to bring more.



Wednesday 25th November 2015 - Partner Arrival Day

21:00 Informal welcome – Optional evening meeting depending on partner arrival times. It looks many people arrive in the evening. We can share this arrangement on Facebook one week before

Thursday 26th November - Meeting Day 1

09:00 Pick up at your Hotel in LMC minibus

09:15 Coffee on arrival and housekeeping

09:40 Welcome to the LMC International Team – JL, MH, PI, BR

09:45 Formal welcome and project launch by David Wood, LMC Principal

09:50 Introductions and Ice Breaker (part 1) and Partner School Presentations (Max 10 minutes each, e.g. PowerPoint)

10:30 Comfort Break

10:45 Introductions (part 2) and Partner Organisation Presentations (Max 10 minutes each, e.g. PowerPoint)

11:30 Project Planning – All Partners

- Project Background – get the idea
- Project Application – the form
- Project Breakdown – who, what, when?

12:30 Buffet Lunch at LMC prepared by LMC students

13:30 Walking Tour of LMC campus

14:30 Project Outputs overview – All partners to share ideas about Respect4 IOs

- IO1 - International Research on Educations Systems and State of Art – What should it look like, how long, consistency
- IO2 - Poster Campaign – ideas
- IO3 - Training Course – ideas

15:30 Comfort Break

ETwinning and TwinSpace presentation by an ETwinning Ambassador

- What is ETwinning
- How can we use it for our projects
- Can we start to develop it now?

16:00 Meeting Closes and return to hotel for free time

18:30 Respect4 History at [Morecambe Heritage Centre](#) – Seaside talk followed by a traditional Fish and Chip supper – LMC invites guests and drives

Friday 27th November - Meeting Day 2

09:00 Pick up at your Hotel in LMC minibus

09:15 Coffee on arrival and housekeeping

- IO4 - Instructional Video – Becoming a mediator
- IO5 - Pilot training – testing and instructional video
- IO6 - Good Practice guide for counselling classes

10:45 Comfort Break

11:00 Technical and Financial aspects of KA2 School Projects – LMC Lead

- Rules and Handbook overview
- Contracting
- Reporting travel and subsistence & shifting budgets
- Timesheets, Evidencing and other documents

13:00 Lunch TBC and pre-order tonight's meal

14:00 Technical and Financial aspects of KA2 School Projects – LMC Lead

- Multiplier Events – who can do what
- Exceptional Costs
- Any questions for the UK NA?

15:30 Project Planning – All Partners

- Project Dates, who will come and where?
- Meetings and Communications protocol
- Quality Assurance - Internal Evaluation

16:30 any other business

20:00 Dinner – [Sun Café Restaurant](#) £20 - £25 approx.

Saturday 28th November - Meeting and Cultural Day 3

- Liverpool,
- The Lake District
- Manchester - depending on weather and group preference in LMC minibus