

## Agenda

### KICK OFF MEETING

# INDESK

**Place: Bratislava, Slovakia**  
**Date: 10<sup>th</sup>-11<sup>th</sup> October 2016**

#### 9th October 2016

Afternoon cca 8pm	<p><b>Arrival partners from Hungary, France and The Netherlands</b></p> <p>Meeting at the austria-slovakian borders – in KITTSEE (village in Austria – exit from the highway – follow the sign of KITTSEE), free programme</p> <p>Hotel: PONTEO Activity Park, Starorímska 1a, 851 10 Bratislava, +421 2 20909010, <a href="http://www.ponteo.sk">www.ponteo.sk</a></p>
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#### 10th October 2016

09.00	<b>Meeting in the lobby of the hotel</b>
09.05	<b>Transfer to the meeting place (TrexIMA)</b>
09.30	<b>Welcome, opening speech and info about the programme</b> <i>Géza Mihály, Diana Kozáková</i>
09.45	<b>Project overview – aim, target groups, management, intellectual outputs</b> <i>TrexIMA</i>
10.00	<b>Partner institutions – update on institutions activities, discussion how each partner could participate in regards with the project activities</b>
10.30	<b>COFFEE BREAK</b>
10.45	<b>Project activities – overview and schedule, distribution of tasks</b> <i>TrexIMA</i>
12.00	<b>LUNCH</b>
13.30	<b>Project management – dissemination (website, flyer, logo)</b> <i>TrexIMA leading, partners contributing within discussion</i>
14.30	<b>Project management – risk management</b> <i>TrexIMA leading, partners contributing within discussion</i>
14.45	<b>Project management – quality control</b> <i>TrexIMA leading, partners contributing within discussion</i>
15.00	<b>COFFEE BREAK</b>
15.20	<b>Project management – communication</b> <i>TrexIMA leading, partners contributing within discussion</i>
15.35	<b>Project management – budget, timesheets</b> <i>TrexIMA leading, partners contributing within discussion</i>
17.00	<b>WRAP-UP</b>
19.00	<b>SOCIAL PROGRAMME</b> (dinner, wine, sightseeing – depending on the weather)

**11th October 2016**

09.00	<b>Meeting in the lobby of the hotel</b>
09.05	<b>Transfer to the meeting place (TRESIMA)</b>
09.30	<b>Intellectual outputs – discussion and agreement about the structure of outputs</b> <i>TRESIMA leading, partners contributing within discussion</i>
10.45	<b>COFFEE BREAK</b>
11.00	PITCH: DanubeHub – platform for networking and connecting people and organizations to be successful as an entrepreneur Jozef Végh, CEO – TechArrow ( <a href="http://www.tech-arrow.com">www.tech-arrow.com</a> )
12.00	<b>LUNCH</b>
13.30	<b>Discussion</b> <i>All partners</i>
14.00	<b>Conclusions and next steps</b>
15.00	<b>WRAP-UP</b>