

B.I.G. - Businesses International Growth

AGENDA of the 4th International Meeting

Madrid, 14th and 15th February 2022

Virtual modality. 14th February 2022

- H 13.30 - 14.00 **Welcome to the meeting**
(Spanish representatives explain briefly the agenda for the 2 days and Project Promote explain the current situation of the project, also internally)
- H 14.00 - 15.15 **Review of the Project Work plan - Chamber of Marche**
Review of the progress on the basis of the workplan calendar revised in the last meeting, delays, problems, solutions, call for interests and future steps.
- 15.15 - 15.30 Break
- H 15.30 - 17.00 **Administrative and Contractual issues – Presentation by Chamber of Marche followed by questions/answers**
Goal: To review all the key elements to implement the project budget and provide evidences of fulfilling the project goals to the IT National Agency.
- H 17.00 - 17.20 **Presentation of IO2 final results - Conform**
- H 17.20- 17.30 **Wrapping-up the conclusions of the session.**
- H 17.30 End of day one

Virtual modality. 15th February 2022

- H 10.00 - 10.20 **Presentation of current status of IO3 (company check-ups) - Thessaloniki Chamber of Commerce**
Goal: To establish the basis to complete this output enabling the contact with the participating companies and finishing conclusions.
Delegates in all countries will report the current situation
- H 10.20- 10.40 **Presentation of IO4 (EDUCATIONAL SKETCH-COMS) - Univpm**
Goal: To review the scope of this output and decide the timing, structure and requirements to produce the sketch-coms.
- H 10.40- 11.40 **Presentation of IO5 (LEARNING ENVIRONMENT) - FEI (with Conform and CCIAAM)**
Goal: To discuss the options for this final output of the project. It is strictly connected with the Educational Sketch-Coms, and therefore synergies for the implementation will be sought with IO4.
Approval of the Call for Interest
- H 11.40 -12.00 Coffee Break*
- H 12.00- 12.30 **Dissemination (All the partners)**
Goal: To review the dissemination actions up to date. Special attention will be given to the website and communication actions to give further visibility to the project. Newsletter, articles, video
- H 12.30- 13.00 **Planning next steps.**
Goal: To discuss openly the options to finish the project according to current calendar, taking into consideration the current state of the project and the pending tasks. The only transnational meeting left will be the closure one in Ancona, therefore a thorough calendar review must be made.
- H 13.00- 14.00 **Any other issue and closure of the meeting**