



Kick-off Meeting 20.-21.09.2017 Chemnitz

LOCATIONS				
20.09.2017	10:00 - 17:00		Straße der Nationen 62	
		Technische Universität Chemnitz, Altes Heizhaus	09111 Chemnitz	https://www.tu-chemnitz.de/tu/lageplan/strana_62.php
21.09.2017	9:00 - 14:00	Chemnitz University of Technology Lecture Hall Building	Reichenhainer Straße 90 09126 Chemnitz	https://www.tu-chemnitz.de/IMTC/journey follow the directions to IMTC (International MERGE Technologies Conference)
PARTICIPANTS				
from each partner organisation 2 persons (i.e. project manager and financial manager) Ms. Jana Valkova, project officer Technical Secretariat INTERREG Central Europe Vienna				
CONTACT PERSONS				
technical and logistic assistance agenda, meeting scheme and formats and everything else	Team assistant		Ricarda Künzel-Ripp	Tel. +49 371 531 31945
	Project co-ordinator		Katharina Schöpß	Tel. +49 371 531 32777; M. +49 176 22295926
HOTEL				
	Hotel Chemnitzer Hof		pre-booked rooms for 63 € incl. breakfast	http://www.chemnitzer-hof.de/en/
			Please, book your rooms by yourself, refer to AMiCE in order to get the special rate	The hotel is in close walking distance to the main station and 5 minutes walking to the meeting and dinner locations at 20.09.2017.



AGENDA			
20.09.2017		1st day	
Introduction of the project, the programme and the partners	10:00 - 11:00	welcoming coffee, warming up	Altes Heizhaus, Strasse der Nationen 62 Poster exhibition of each partner region and partner
	11:00-11:40	Kick-off project implementation	programme info, important rules of project implementation
	11:40-12:10	Project introduction	objectives, approach, workplan, results
	12:10-12:40	introducing partner regions and organisations	presentation of the region, LEITAT and of the experiences with the exploration of potentials of 3D-Printing for the manufacturing industry in Catalonia
	12:40 - 13:00	Questions& Answers, Comments	
	13:00 - 14:30	Lunch Break	Welcoming speeches by University officials, Lunch
	14:30 -15:30	Introducing partner regions and organisations	3 presentations of regional "tandems" á 20 min.
	15:30 - 16:10	Introducing partner regions and organisations Coffee break	2 presentations of regional "tandems" á 20 min.
	16:30 -17:00	Wrap- up of the day	developing the common vision of project implementation




Jana Valkova, project officer , INTERREG CENTRAL EUROPE Vienna
presentation by AMiCE -co-ordination team (K.Schöps, Nicole Naumann)

LEITAT (Magi, Vincent), Igna ?



19:00 - 22:00	Get-together, dinner	Restaurant Miramar, Schloßberg 16, 09113 Chemnitz	18:30 meeting at the hotel, walk to the restaurant
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21.09.2017		2nd day	
Project management structures and rules, Steering group establishment		Lecture Hall Building, Reichenhainer Str. 90 	
9:00 - 9:30	nomination of the Steering group members, project management, quality assurance procedures		
9:30-10:30	project communication	presentation of communication rules, communication plan and measures	Jiri Polivka, AMiCE communication manager
10:00-12:00	parallel workshops a) workpackages and working groups b) reporting and financial management	group a) with Katja group b) with Nicole (financial managers)	consolidation of the time plans and activities, introduction to the eMS
12:00-13:00	Summary of the meeting, confirmation of the minutes/ to-dos, next activities		
13:00	lunch		
14:00	departure, for interested partners free participation at the International MERGE Technologies Conference at 21./22nd September		
	please register at: https://www.tu-chemnitz.de/IMTC/ and refer to "AMiCE"		