Thank you for joining us in Brussels on November 30th and December 1st for the third edition of our Project Development Workshop. It aims to help you meet project partners and compose your European consortium for the following upcoming calls for proposals in the field of skills: Erasmus+ (Key Action 2: Strategic Partnerships and Key Action 3: Policy reforms), and other programmes that fits into the topic of teachers and trainers development.

**THURSDAY, 30 November**

**South Denmark EU Office (Palmerstonlaan 3, 1000 Brussels)**

17.00 - 19.00 Cocktail Reception  
Networking session with inspiring stories  
*Henriette Hansen*, Project Manager at South Denmark EU Office  
*Rik Vanderhauwaert*, Director at Katholiek Onderwijs Vlaanderen

20.00 - 22.30 Erasmus+ Closing Ceremony (optional)  
The closing event of the Erasmus 30th anniversary in Brussels (Bozar, rue

**FRIDAY, 1 December**

**vleva (Kortenberglaan 71, 1000 Brussels)**

8.30 Registrations

9.00 Welcome words, by *Karen Vandersickel*, Liaison Officer at vleva

9.10 Introductory Presentations on the Erasmus+ calls (Key Action 2 and Key Action 3)  
*Erik Ballhausen*, EACEA, European Commission  
*Marc De Vlieger*, Epos vzw (Flemish Erasmus+ National Agency)

10.00 Coffee Break
10.15 Project Development Round Tables - #1
During this session, participants will be divided into 13 groups according to the projects they expressed interest for. Project leaders will present their project idea; project partners will be able to share ideas; both will work together to develop a common project application.

12.15 Lunch Break

13.00 Project Development Round Table - #2

15.00 Coffee Break

15.15 Tips & Tricks for your Project Applications by Brikena Xhomaqi, Lifelong Learning Platform Director
This session will be a practical follow-up from the morning round tables. Tailored to the audience’s knowledge, experience and confidence, participants will be provided with strategic advice on how to identify the right call to match their research and development ambitions, how to assemble a solid partnership and how to translate their ideas and plans into a well elaborated application, but also how to define key performance indicators, manage time, human resources and how to tackle the financial planning of a complex multi-stakeholder project.

16:00 Closing remarks by Noelia Cantero, Earlall Business Manager

IMPORTANT INFO

Please be well prepared in order to answer questions about your expertise, human and financial commitment to the project, time you need to obtain the formal “go” of your organization, etc. The workshop and lunch are for free but no compensation is provided for travel costs. Please note that this workshop is a partnering event. The organisation cannot guarantee that your project idea will be selected for EU-funding. Due to capacity of the venue, participants will be restricted to maximum 100.

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