



SEEL – Sound in European E-Learning

PROGRAMME AND TIME-SCHEDULE FOR THE FIRST SEEL PARTNER MEETING IN COLOGNE, GERMANY

THE SEEL KICK-OFF MEETING – DECEMBER 9th - 11th 2014

<i>Project Title</i>	<i>Sound in European E-Learning</i>
<i>Project Acronym</i>	<i>SEEL</i>
<i>Reference Number</i>	2014-1-DE02-KA200-001631
<i>Project Partners Attending</i>	<i>P1 University of Paderborn</i> <i>P2 Ingenious Knowledge</i> <i>P3 Základní škola Chrudim</i> <i>P4 Colegiul Tehnic Ion I. C. Bratianu</i>
<i>Venue</i>	<i>Oval Office</i> Ingenious Knowledge GmbH Gottfried-Hagen-Str. 60-62 51105 Köln (Cologne), Germany

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Tuesday, December 9th: First Meeting Day – Hello everyone!

<i>Approx. time</i>	<i>Topic</i>	<i>Chairmanship</i>
16.00 – 17.00	<i>Welcoming the SEEL partners</i> <i>Marc Beutner</i> <ul style="list-style-type: none">• Warm welcome• Getting to know each other, 5 minute presentation of the partners• Schedule for the Cologne-Workshop	UPB
19.00 – 21.00	<i>Social dinner</i> <i>Restaurant information at the meeting</i>	

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Wednesday, December 10th: Second Meeting Day – let’s do some work!

<i>Approx. time</i>	<i>Topic</i>	<i>Chairmanship</i>
09.15 – 09.30	Opening – Enrolment and welcome coffee	UPB
09.30 – 11.00	The SEEL project <i>Marc Beutner</i> <ul style="list-style-type: none"> • Rationale, purpose and aims of the project • Role of the partners as per proposal • Overview of the Intellectual Outputs and linkages • Discussion, question and answers 	UPB
11.00 – 11.15	Tea / Coffee break	
11.15 – 12.30	Administrative and financial information <i>Marc Beutner / Lara Melissa Fortmann</i> <ul style="list-style-type: none"> • Project management structures • Documentary evidence required by the German NA • The online finance and project management tool - PROM • The interims report • Questions and answers 	UPB
12.30 – 13.30	Lunch	
13.30 – 15.00	Sound in E-Learning <i>Marc Beutner / Rasmus Pechuel</i> <ul style="list-style-type: none"> • What makes sound important in E-Learning? • How could sounds help to enhance learning experiences? • Who are the targeted users of the project? 	UPB
15.00 – 16.30	Tasks to do and further steps <i>Marc Beutner</i> <ul style="list-style-type: none"> • Project development timelines and work plans • Discussing the challenges that lie ahead • Adhering the next steps to be done until the next meeting 	UPB
16.30 – 17.00	Questions and answers	UPB

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Thursday, December 11th: Third Meeting Day – departure.

<i>Approx. time</i>	<i>Topic</i>	<i>Chairmanship</i>
09.30 – 09.45	<i>Good Morning!</i> Welcome and overview on topics of the last meeting day.	UPB
09:45 – 11:30	<i>Next Steps! - Evaluation and feedback</i> <i>Marc Beutner</i> <ul style="list-style-type: none"> • Work package until the next partner meeting • Future prospects - the next meeting • Publication strategy • Website • Workshop evaluation 	UPB
11.30	<i>Goodbye and let's start a new interesting SEEL-working-phase!</i> Departure	