

ANNOTATED AGENDA – VET PROVIDERS and CEDEFOP COMMUNITY OF LEARNING PROVIDERS 15/10/2019

9h-10h30

Half of the participants have been there the day before. Other participants arrive around 8h30 for registration in Finlandia Hall – Screens will show them where the room is located.

The Helsinki hall will be prepared with belts in order to make the room smaller as there are only around 100 people for the meeting.

There are powerpoints going to be projected. Before the start of the meeting, the speakers should ensure they have handed over the latest version of their presentations (in case they adapted it the evening before after the other meeting) to the régie/technical booth.

The stage is prepared with 6 armchairs and coffee table for all speakers/moderator.

The screen show a slide with the programme of the event (this is put as background every time there is not a presentation) The slide is prepared according to the latest programme.

There are 6 flipcharts in the room in different corners for participants to go and discuss in six small groups when the moderator announces this, around 9h40 [*Moderator and Tina to decide which text goes on the flipcharts at the beginning*] --) *as the discussion session is very short, the topics need to be very precise (it will take a few minutes for people to move to the groups and then back to their seat)*

After coffee break(at 10h30) other 80 participants join the sessions and the belts (see above) are removed.

Coffee : in Piazza at 10h30