

Money & Life Skills Financial Capability Made Easy Kickoff Meeting

27 February 2019, Vienna, Franz-Josefs-Kai 27

Draft Agenda

9:30	Welcome by hosting organisation
9:40	Short presentation of partners
10:00	Introduction into the project, visions and expected outcomes
11:30	<i>Coffee break</i>
12:00	Brainstorming for design and contents of outputs
13:30	<i>Lunch break (invitation of WIN)</i>
14:00	Agreements on outputs, organization of content
15:30	Dissemination activities according to work plan: <ul style="list-style-type: none"> Presentation of dissemination plan including communication plan to relevant stakeholders Project information on partners' websites First draft of project website Flyer with project information in English (draft) Discussion on content for first newsletter in all languages (due month 5) Suggestion for shared cost model for dissemination materials
16:00	<i>Coffee break</i>
16:15	Administrative issues, suggestions for next meetings
17:30	End of meeting
17:30	<i>Walk through the city, dinner (costs are borne by each partner)</i>

How to reach the meeting place:

The meeting will take place at our conference room at the Austrian Institute for Spatial Planning, 1010 Vienna (1st district), Franz-Josefs-Kai 27.

The nearest tram and metro station is “Schwedenplatz” and 250 metres away.

