

**4th Steering Committee Meeting and Partner's meeting
of the UrbSpace project
7-8 October, 2010 in Sopot, Poland**

Wednesday - October 6th, 2010

Travel to Sopot, accommodation in the hotel

Getting together (possible short common informal dinner somewhere)

Thursday - October 7th, 2010

Meeting Venue: conference center HOTEL HAFFNER, J. HAFFNERA 59, 81 – 715
SOPOT, Poland

Morning Session

Chair: Vladimir Hudek, Steering Committee Chairman

9:30 – Registration of the participants

9:45 - Start of the project meeting - Welcome (PP05)

Introduction of the meeting programme: agenda and objectives presentation (LP)

WP4 – PP5 will provide 2 presentations aiming on the Sopot pilot project

Relevant project partners – Introduction, outputs, deadlines, followed by the presentations of partners pilot projects outputs

11:10 - 11:30 Coffee Break

13:00 – 13:45 Lunch

WP4 – continuation of the presentations of partners pilot projects

WP5 – Introduction, outputs, deadlines, relation between act. 3.3 Joint Strategy and act. 5.1.3

Final methodology - Action Plan: presentation (WP Leader = PP08 TU Vienna and WP Leader FH Erfurt), **presentation of e-learning**

14:45-15:00 Coffee Break



WP2 - outputs, deadlines (LP)

16:00 Wrap up the first day and end of the meeting

16:15 Presentation and Site visit of the Sopot pilot project

20:00 Common diner

Friday - October 8, 2010

Morning Session

Chair: Vladimir Hudek, Steering Committee Chairman

09.00 – 10.15

WP1 –Reporting tasks related to the ending fourths project period, information about the third progress report, preparation of the 4st Progress report, requirements related to project activities and to financial issues (LP)

10.15 – 10.30 Questions and Discussions (All)

10.30 – 10.45 Coffee Break

WP1 - Financial section (the 3rd financial progress report, under spending and the possible decommitments and possible/requested changes of the project budget)

12.15 – 12.30 Final discussion, presentation of the tasks for the next reporting period, next meetings and final conference and closing-up the meeting

13:00- 14:00 Lunch

Free time for the participants and departure

