



## Checklist meeting/workshops in the *i*-COIN project

### Conference and Hotel facilities

..... Decision for and pre-booking hotel rooms and block reservation  
(Make sure you can cancel pre-booked rooms and that you do so if it's necessary)

..... Decision and booking conference facility

If conference and hotel is not in the same area:

..... Arrange communication (bus)

If hotel and dinner is not in the same area:

..... Arrange communication (bus)

..... Invitation to the partners with road map and descriptions how to get to the hotel from the airport, train station or bus station and approximate cost for transport and hotel

..... Time schedules for airport bus / train (or links on Internet)

..... Agenda for the meeting (and send it to the lead partner)

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### Conference facilities

..... 1 main conference room

..... 2 group rooms

..... Internet facilities in main conference room

..... Overhead projector

..... Computer projector

..... Printing facilities

..... Copy facilities

..... Loudspeakers to PC

..... Paper and pens



- ..... Overhead film and pens
  - ..... Notepad (on stand)
  - ..... Whiteboard
- .....

## Preparations conference

- ..... The big EU-flag in the main conference room
  - ..... Small EU-flags in group rooms
  - ..... Small national flags in conference room (opt.)
  - ..... Participating list for management group meeting (to be signed)
  - ..... Participating list for steering group meeting (to be signed)
  - ..... Participating list day one Meeting/Workshop (to be signed)
  - ..... Participating list day two Meeting/Workshop (to be signed)
  - ..... Participating list day xx Meeting/Workshop (to be signed)
  - ..... Nameplates with participator name, Eu-flag, *i*-COIN logo and BSR logo
  - ..... Group lists for the workgroups
  - ..... Invitation external speaker(s)
  - ..... Facilitator/moderator
  - ..... Press release and invitation media
- .....

## Food and drinks

- ..... Light dish to steering/management group meeting
- ..... Water to drink in conference room
- ..... Coffee/tea to morning break and afternoon break all days
- ..... Lunch meeting/workshop days
- ..... Dinner meeting/workshop day(s)
- ..... "Get-together" after management /steering group meeting (opt.)