

**Erasmus for Young Entrepreneurs Networking Meeting  
Brussels, 30 May - 01 June 2012**

**AGENDA**

**Preparatory IT Tool Training – 30<sup>th</sup> May 2012**

**BREYDEL building - Av d'Auderghem 45**

<b>14:00- 17.30</b>	<p><b>IT Tool Training</b> (BREYDEL building - Av d'Auderghem 45) <b>Please note that this session is mandatory for ALL NEW Lead IOs and will be open for additional 11 IOs</b></p> <ul style="list-style-type: none"> <li>- Ms Michaela Hauf and Mr José Manuel Ramos Rios – European Commission, Unit Entrepreneurship &amp; SME Policy</li> </ul>
<b>17:45- 18:15</b>	<p><b>Introductory Session for New Lead IOs</b> (BREYDEL building - Av d'Auderghem 45)</p> <ul style="list-style-type: none"> <li>- Ms Michaela Hauf and Ms Caroline Erhbar – European Commission, Unit Entrepreneurship &amp; SME Policy</li> </ul>

*Please note that the Preparatory IT Tool Training Sessions on May 30 & May 31 are only available for New Intermediary Organizations and are also mandatory for New IOs. New Lead IOs must participate on the IT Tool Training on the 30<sup>th</sup> May and also participate in the Introductory Session for Lead IOs to follow the IT Tool Training on the same day.*

*All other new IOs may choose when to participate for the IT Tool Training but since the seating is limited (11 IOs on 30<sup>th</sup> May and 12 IOs on 31<sup>st</sup> May) registration will be on a first come first served basis.*

**DAY 1 – 31<sup>st</sup> May 2012**

**DIAMANT Brussels Conference and Business Centre  
Diamant Building  
Bd A. Reyers Ln 80  
B-1030 Brussels**

<b>08:45- 12:15</b>	<p><b>IT Tool Training</b> (BREYDEL building - Av d'Auderghem 45) <b>Mandatory Session for New Intermediary Organizations – up to 22 New IOs</b></p> <ul style="list-style-type: none"> <li>- Ms Michaela Hauf and Mr José Manuel Ramos Rios – European Commission, Unit Entrepreneurship &amp; SME Policy</li> </ul>
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12:00-13:00	<b>Registration for Main Networking Meeting</b> (please note that light lunch will be served at the Diamant between 12.00-13.00pm)	
13:00-13:30	<b>Welcome and Introduction by the Commission and Support Office</b> ( <u>Plenary – Einstein ABC</u> )	
	<ul style="list-style-type: none"> <li>- <b>Welcome</b> – Mr. Marko Curavic, Head of Unit Entrepreneurship &amp; SME Policy</li> <li>- <b>Results and achievements</b> – Ms Marilena Ioannidou – Project Coordinator Support Office</li> <li>- <b>Supporting the programme</b> – Mr Pantelis Dimitriou – Project Director Support Office</li> </ul>	
13:30-15:00	<b>Briefing Session for Cycle 4 IOs – including Cycle 3 IOs continuing to Cycle 4</b> ( <u>Parallel Session – Einstein</u> ) <ul style="list-style-type: none"> <li>- <b>Management and implementation</b> <ul style="list-style-type: none"> <li>o Rules concerning the management of grants</li> <li>o Programme developments</li> <li>o Communication lines, problem solving procedures, complaints from NE/HE</li> <li>o Core programme documents and meetings</li> </ul> </li> <li>- <b>Promotion Tools and Methods</b></li> </ul> <p>Ms Marilena Ioannidou – Project Coordinator Support Office Ms Vassiliki Savvopoulou – Project Administrator Support Office Ms Caroline Erhbar – European Commission</p>	<b>Final Reporting and financial issues for Cycle 3 IOs –</b> ( <u>Parallel Session – Baekeland</u> )  Ms Ariane Valenta – Financial Officer, European Commission
15:00-15:30	<b>Coffee Break</b>	
15:30-16:30	<b>Q&amp;A (Quality Manual &amp; IT Tool)</b> – SO & Commission ( <u>Plenary - Einstein</u> )	
16.30-17.00	<b>The Erasmus for Entrepreneurs 2012 Awards – Description of the contest categories and processes for selection</b> – Mr Pantelis Dimitriou, Project Director Support Office ( <u>Plenary – Einstein</u> )	
17:00-18:00	<b>European Partnerships Meetings</b> ( <u>Einstein room will be available for EPs to hold internal meetings</u> )	
Evening:	<b>Networking dinner (Venue TBA)</b>	

## DAY 02 – 01<sup>st</sup> June 2012

<b>9:00-10.00</b>	<b>Briefing Session for Lead IOs - (Plenary Session – Einstein)</b> Ms Caroline Erhbar – European Commission Ms Michaela Hauf – European Commission
<b>10:00-11:00</b>	<b>Speed Dating (Plenary Session – Einstein)</b>
<b>11:00-11:30</b>	<b>Coffee Break</b>
<b>11:30-13:30</b>	<b>Matchmaking fair with Country stalls and Relationship Building (Plenary Session – Einstein)</b>
<b>13:30-13:45</b>	<b>Closure by the EC and SO</b>

**The registration procedure for the networking meeting can be made through the DG ENTR portal. You can register from the 03/05/2012 until the 25/05/2012 by following the link below:**

[https://webgate.ec.europa.eu/enterprise-portal/?fuseaction=e\\_service.get\\_form&interest=INTEREST27496&language=EN](https://webgate.ec.europa.eu/enterprise-portal/?fuseaction=e_service.get_form&interest=INTEREST27496&language=EN)