**Kick-off meeting “Creative Ports” – Helsinki and Espoo**

**6-8.2.2019**

**Practical Information**

**Wednesday February 6th, 2019, Helsinki**

Arrival of the participants

18.00             Dinner for the early arrivals / Bistro Manu, Eteläinen Rautatiekatu 4

Introduction round, who are you and why are you and your organisation part of Creative Ports?

<https://www.raflaamo.fi/en/helsinki/bistro-manu>

**Thursday, February 7th, 2019, Espoo**

**8.45-17.00 Project meeting**

08.45 – 9.30 Welcome Words **(hosts)**

09.30 – 10.30 Getting started: Project Idea, Structure, Activities and Outputs **(Isabel, Ralf, Lars)**

* From the idea to its realization
* A magic carpet ride through the project/overview of activities and outputs
* Questions and answers

**Coffee Break**

11.00 – 12.30 Setting the Stage: Work Package 2 **(WP2 lead TalTech and REM)**

* GoA2.1: Present and recap the idea/structure of CCI Profiles
* GoA2.1: Present and discuss the way how to produce the baseline analysis
* GoA2.1: Present and discuss the way how to produce the foresight analysis
* GoA2.2: Inform partners about the exchange on and prepare the production of regional CCI strategies and support programmes

**Lunch**

13.30 – 15.00 Taking off: Work Package 3 **(WP3 lead HKG and Ralf)**

* GoA3.1: Present and recap the idea/structure of internationalisatio tools (3 strands, clarify questions)
* GoA3.1: Present one potential example of piloted internationalisatio tools
* GoA3.1: Define and discuss the survey/collection process of internationalisation tools as well as selection at meeting 2
* GoA3.1/3.2: Questions and Answers on piloting of internationalisation tools

**Coffee Break**

15.30 – 17.00 Inspiring others and sharing wisdom: Work Package 4 **(WP4 lead Media Dizjan and Isabel)**

* GoA4.2: Present and discuss content and landing page of the Online Platform

(e.g. target group, commitment to deliver, updating, format of learning modules,…)

* GoA4.1: raise awareness that the selection and piloting of tools (WP3) is interlinked with the learning modules.
* GoA4.1: Facilitate the idea/structure of learning modules (what is a learning module and how could a didactic concept look like)

6 working groups will develop a learning module concept based on one strand (network, capacity building, opening existing programs)

**19.00 Get Together** The Cock, Helsinki

Fabianinkatu 17

[**http://thecock.fi/**](http://thecock.fi/)

**Friday, February 8th, 2019, Helsinki**

**9.00-12.00  Project meeting**

9.00 – 10.30 Make us heard: Communication and Platform **(Isabel, ARS BALTICA, REM)**

* Agree upon a logo,… 15min
* Text und slogan
* Discuss a communication plan - How do we involve our target groups?
* Discuss social media strategy
* Some communication requirements: Use logos, put CP on website, etc.
* Discuss production of communication elements (e.g. roll-up, flyer)
* Develop and install an advisory board
* How do we approach our associated organisations

**Coffee Break**

10.45 – 12.00 We want the money and what´s next: Project Coordination, next steps, agreements **(REM+GI)**

* Finance & Reporting issue
* Steering committee
* Organize partnership agreement
* Next Meeting / Discuss Meeting Schedule
* Meeting Wrap-Up

**12.00-13.00 Farewell lunch**

**Venue**

The first day of the meeting, February 7th , 2019 will take place in Espoo, XAMK Small Business Center, address: Otakaari 1 (Aalto University Campus)

The second day of the meeting, February 8th, 2019 will take place in Helsinki,

Goethe-Institut, address: Salomonkatu 5B

**Accommodation**

**Original Sokos Hotel Presidentti**: <https://www.sokoshotels.fi/fi/helsinki/sokos-hotel-presidentti>

phone: +358 201234 600

e-mail: sokos.hotels@sok.fi

Other hotel options:

Hotel Helka: <https://www.hotelhelka.com/?lang=fi>

Hotel Torni: <https://www.sokoshotels.fi/fi/helsinki/solo-sokos-hotel-torni?gclid=CjwKCAiA0uLgBRABEiwAecFnkwoUmbEuDzG062PqGUEs2D9a_OVMweY6IfEu-8ehbw7XkVZYyZa3CRoCHTwQAvD_BwE&gclsrc=aw.ds>