**7th (Online) DRAFT Project Meeting Agenda**

**February 8th-10th, 2021**

**ALL TIMES ARE CET (!)**

Zoom links: [Day 1](https://us02web.zoom.us/j/87077272833?pwd=d1YwdTNhOHRsNWZDNllsWWdSNzhIUT09) – [Day 2](https://us02web.zoom.us/j/85881119032?pwd=RlF5QmdzSENQUnYxVWNSakVESWM4QT09) – [Day 3](https://us02web.zoom.us/j/88513998583?pwd=cG9HQURsZkdtSVFyZzBxMTdEVTdHUT09)

**8th February 2021**

* **12.45 Welcome and introduction, technical arrival**
* **13.00 ESTONIA´s and TALLINN´s local context and presentation of CCI internationalisation related topics**

13.00 - Welcome to Tallinn meeting! (Eva)

Video: Welcome to Tallinn

13.05 - 13.35 Estonian CCI strategy - Anu-Maaja Pallok, Estonian Ministry of Culture, CCI adviser + Q&A

13.35 - 14.00 Tallinn - Creative Capital (tbc) - Jaanus Vahesalu, Tallinn City Government, Enterprise Department + Q&A

14.00 - 14.20 Tallinn Creative Incubator story (tbc) - Anu Lõhmus (tbc), Board Member +Q&A

14.20 - 14.30 TalTech - University of innovation – (TBC)

– BREAK –

* **14.45 Learning Modules Development - How do we come to the learning material?**

14.45 - 16.15 Workshop lead by Markko Karu, designer

**9th February 2021**

* **9.00 Good morning, technical arrival and an energiser**

Short video: Estonian Nature

* **9.15 Piloting of Internationalisation Tools (Ida, Lea, Ralf)**

Update on the catalogue of Internationalisation Tools

Update on How-To Process

Workshop: Updates from each Tool

– BREAK –

* **11.00 Learning Modules Development – Material & Structure**

11:00 – 11:20 How to produce good quality videos and use them as part of the LM? Video Production Guidelines.

11:20 - 11:50 Structure of the Learning Modules on the platform. Discussion and a working session

– BREAK –

* **12.00 Pitching WORKSHOP**

12.00-13.00 Pitching workshop by Gleb Maltsev:

“How to become better public speaker and promote your internationalisation tool”

– LUNCH BREAK –

* **14.15 Status and updates of the Main Outputs**
* Update about the regional profiles
* Update about “improved CCI strategies in selected PP regions
* Update about the CCI Secretariat

– BREAK –

* **15:30 Leisure Program**

15:30 - 16:00 Leisure evening Program provided by the Tallinn Cluster:

“Did you know……...

Facts and figures about Estonia and Estonians”

e-Estonia + e-Residence and other program to know about startup ecosystem

**10th February 2021**

* **9.00 Good morning, technical arrival and an energiser**
* **9.15 Recommendations Workshop (Piritta & Maisa)**
* Defining target groups of recommendations
* Discussing the aims of the recommendations

– BREAK –

* **11.15 Miscellaenous**
* Communication
* Final Conference
* Next meetings, reporting, capacity building
* **Wrap Up**