**THE NUMBER AND THE TITLE OF THE MEETING**

**AGENDA**

**Location: NAME OF THE INSTITUTION, TOWN, ADDRESS**

**Time: MONTH DAY, YEAR**

Contacts:

|  |  |  |
| --- | --- | --- |
| CONTACT 1 | Phone No: \_\_ | Mail address: \_\_ |
| CONTACT 2 | Phone No: \_\_ | Mail address: \_\_ |

**DAY I**

|  |  |  |
| --- | --- | --- |
| **WEEK DAY, MONTH DAY,YEAR, INSTITUTION** | | |
| 0930 – 1000 h | Registration of participants | |
| **Part I** | | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | *Coffee break + Joint picture* | |
|  |  |  |
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|  |  |  |
|  |  |  |
| **Part II** | | |
|  |  |  |
|  |  |  |
|  | *Lunch break/ Networking* | |
|  |  |  |
|  |  |  |
|  | *Final conclusions* | |
|  | | |
|  | *Dinner/ Networking* | |

**DAY II**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WEEK DAY, MONTH DAY,YEAR, INSTITUTION** | | | | |
|  |  | |  | |
| **Part III** | | | | |
|  |  | |  | |
|  |  |  | | |
|  | *Coffee break* | | | |
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|  |  | |  | |
|  |  | | |  |
|  | *Lunch* | | | |