**Agenda for the preparatory meeting**

**”The Digital North”**

**Mandag den 12. september**

Adresse: VUC Sønderjylland, **Nørregade 13, 2. sal.** Haderslev (store mødelokale)

12.00-13.00 Velkomst og frokost

13.00-14.30 Gennemgang af budget og drøftelser af overordnede prioriteringer (MVK)

14.30-15:00 Pause og spadseretur(bil) til Simmerstedvej 1, 2. sal (lokale HJH) hvor kaffen venter

15.00-17:00 Gennemgang af projektbeskrivelse og ændring i henhold til prioriteringen (KEN)

19.00-21.30 VUC er vært for aftensmad på zapata.dk

**Tirsdag den 13. september**

Adresse: VUC Sønderjylland, **Simmerstedvej 1, 2. sal** (lokale HJH)

9.00- 12.00 Partner redegørelse og diskussion af handleplan for hvert ansvarsområde

12.00-13.00 Frokost

13.00-15.00 Konkretisering og færdiggørelse af detailplan og revideret projektbeskrivelse.

15.00-15.30 Kaffepause

15.30-17.00 Gennemgang af processer, redskaber og teknikker til udvikling og distribution af materiale.

**Onsdag den 14.september**

Adresse: VUC Sønderjylland, **Nørregade 13, 2. sal** (store mødelokale)

9.00- 10.30 Justering af indhold og publisering på projektweb.

10.30- 12.00 Præsentation af Adobe Connect, forventningsafstemning, eventuelt m.m.

12.00-13.00 Frokost og afrejse

13.00-15.00 Works package 2 (partner presentations/discussion) continued

9.00-12.00 Clarification of project expectations/guidelines/organization/coordination/drafting

**Dear Partner,**

**For the meeting we would like you to prepare three papers/presentations:**

Tuesday:

A presentation of your organization (maximum half an hour) with focus on:

* How do you use Information Technology (e-learning, parallel learning,

videoconferencing) in your organization?

* How do you develop digital learning materials?
* Which challenges do you face (technological, students’ skills, pedagogical skills) in using virtual

platforms in teaching adults’ basic skills?

* What tools/materials do you wish to produce – expected outcome of the project?
* Other relevant information

Wednesday:

Please prepare a work package proposal. We would like you to prepare a work packages proposal within the frame of the pedagogical challenges related to virtual platforms. Your approach can be either theoretical or practical. We have here put forward some few key words/questions – but you should fell free to formulate your own wishes according to your needs/interests. Your presentations will form the basis for the formulation of the coming work packages.

The objective a work package could take its starting point in one or several of the following questions:

* How should an e-learning concept be constructed?
* Which pedagogical considerations do we have to keep in mind?
* How can the use of videoconferencing and Smart Boards help develop adults’ basic skills?
* Which pedagogical effects and side effects can be added/retrieved by education which includes virtualplatforms?
* How does students’ different learning style affect the learning content and vice versa?
* What impact does videoconferencing have on language teaching/ dyslexia students?
* Which impact does training via virtual platforms have on students' Information Technology skills?
* Or maybe you have a better idea?

Thursday:

Please prepare another work package proposal. We would like you to prepare a work package proposal within the frame of the technical challenges (including manufacturing of digital teaching materials) related to virtual platforms. Your approach can be both theoretical or practical. We have put forward some key words/questions – but you should fell free to formulate your own wishes according to your needs/interest. Your presentations will form the basis for the formulation of the coming work packages.

The objective a work package could take its starting point in one or several of the following questions:

* What kind of teaching materials and learning resources does the new organization of teaching require?
* Which possibilities does the application of Information Technology provide?
* How to cater for young and adult learning styles?
* To what extent can audio and video be used in the development of digital teaching materials?
* What kind of tools and methods do you need to develop?
* Or maybe you have a better idea?

**Practical Information**

**Place:** VUC Sønderjylland, Nørregade 13, 6100 Haderslev, Denmark [www.vucsyd.dk](http://www.vucsyd.dk)

**Date**: January 25th – January 28th, 2011

**Material**: Remember to bring your laptop ☺ and maybe some brochures describing your organization

**Accommodation (basic)/board**: <http://www.danhostel-haderslev.dk/welcome/>. We offer to book a room for you, please let us know when you arrive and the names of the persons participating. Breakfast and lunch is included. The grant for accommodation/board from Nordplus Adult will cover these expenses. VUC will host a dinner Tuesday. Dinner Wednesday and Thursday are on your own account.

**Getting to/from Haderslev:** Airport closest by: Billund or Sønderborg (both one hour from Haderslev by car or two hours by bus. For bus/travel details se [www.rejseplanen.dk](http://www.rejseplanen.dk))

**Remember that the maximum cover of your travel expenses are as follows:**

* Iceland total: Travel rate in total 1320 Euro for two persons
* Faroe Island: Travel rate in total 1320 Euro for two persons
* Norway: Travel rate in total  660 Euro for two persons
* Sweden: Travel rate in total  660 Euro for two persons
* Denmark: 0 Euro

Questions? Do not hesitate to contact us.

Best regards, Susanne Juhl Paaske, Project Manager

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