**PERFORM XXX MEETING (e.g. PERFORM KICK-OFF MEETING)**

Place, date (e.g. Barcelona 16th-18th November 2015)

**PROGRAM**

Day 1 (e.g. Monday 16th November)

(example table)

|  |  |  |
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| **Time** | **Activity** | **Responsibility** |
| 9:30 - 09:45 | Welcome | Isabel, María (UAB) |
| 9:45 - 10.15 | Presentation of the project and partners | Isabel, Fulvia (UAB) |
| 10:15 - 11:00 | Presentation and discussion of WP1 | Isabel (UAB) |
| *11:00 - 11:15* | *Tea and Coffee Break* |  |
| 11:15 - 12:00 | Presentation and discussion of WP2 | Oriol (TBVT) |
| 12:00 - 12:45 | Presentation and discussion of WP3 | Mireia (UoB) |
| *12:45 - 14:30* | *Lunch* |  |
| 14:30 - 15:30 | Presentation of the case studies | Wendy (SMS), Meriem (LAC),  Helena (TBVT) |
| 15:30 - 16:30 | Work in groups on WP2 and WP3 | Helena (TBVT),  Mireia (UoB) |
| ad hoc parallel session: management issues | Fulvia (UAB) |
| *16.30 - 16.45* | *Tea and Coffee Break* |  |
| 16:45 - 17:30 | Global discussion | Isabel (UAB) |
| *19.30* | *Dinner* |  |

Day 2

[INSERT TABLE]

Day 3

[INSERT TABLE]

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**VENUE:**

Address

Telephone:

[website](http://www.resa.es/eng/Residences/Investigadors)

For emergencies please call:

Name: phone

Name: phone