

# Overview of the Online Project Outline Preparation Days 2020

Call 7 PO Preparation Days, 7 September 2020

Erik Rodenbach - Programme coordinator ITEA

# Call 7 Project Outline (PO) Preparation Days 2020 Programme



## Monday 7 September 2020

11:00 - 12:30	Webinar 1 - Introduction to the Online ITEA PO Days 2020
14:00 - 15:15	Webinar 2 - Instructions and Q&A (Call 7 overview, PO contents, PO submission tool, Financial & Legal aspects)

## Tuesday 8 September 2020

During the day	National priorities and eligibility criteria presented by Public Authorities - part 1 (Turkey, Germany, Spain, Sweden, Finland)
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## Wednesday 9 September 2020

10:00 - 11:00	National priorities and eligibility criteria presented by Public Authorities - part 2 (Netherlands)
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## Wednesday 9 September 2020

14:00 - 15:30 Webinar 3 - ITEA Awards of Excellence session and ceremony

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## Friday 11 September 2020

12:00 Deadline delivery of presentations for the Final results session

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14:00 - 16:00 Webinar 4 - Final results and Conclusions



# Call 7 Project Outline (PO) Preparation Days 2020

## Goals



This 5-day event will enable you to:

1. Learn and discuss about new project ideas with project idea initiators, via
  - The online networking tools, i.e. the Project idea tool
  - An online project idea poster platform
  - An online project idea pitch platform
2. Meet online with participants from all over the world to define potential projects and form initial project consortia
  - Project idea initiators: Plan and announce your online group sessions via the online planning tool
  - Interested participants: Participate in the online workgroup sessions, organised and executed by the project idea leaders
  - Use the partner search and participants list to find interesting people and get in contact with them
3. Receive information about the ITEA Call process and your national public funding



# ITEA Organisation

## ITEA Office and publications



### ITEA Programme Chairwoman



*Zeynep Sarılar*



### Technical Programme Vice-chairman



*Philippe Letellier*

*(Resigning)*



*Jean-François Lavignon*  
*(Succeeding)*



### Operations Office Director



*Jan Jonker*



### Programme coordination & support



*Erik Rodenbach*



*Päivi Jaring*



*Soo-Kyung Shin*



### PR & Communications



*Linda van den Borne*



*Loes van den Borne*



*Mathijs van Dijk*



*Diana Verdoes*



### Secretariat



*Stéphanie Hezemans*



### ICT



*Johan van der Heide*



### Finance & Accounting

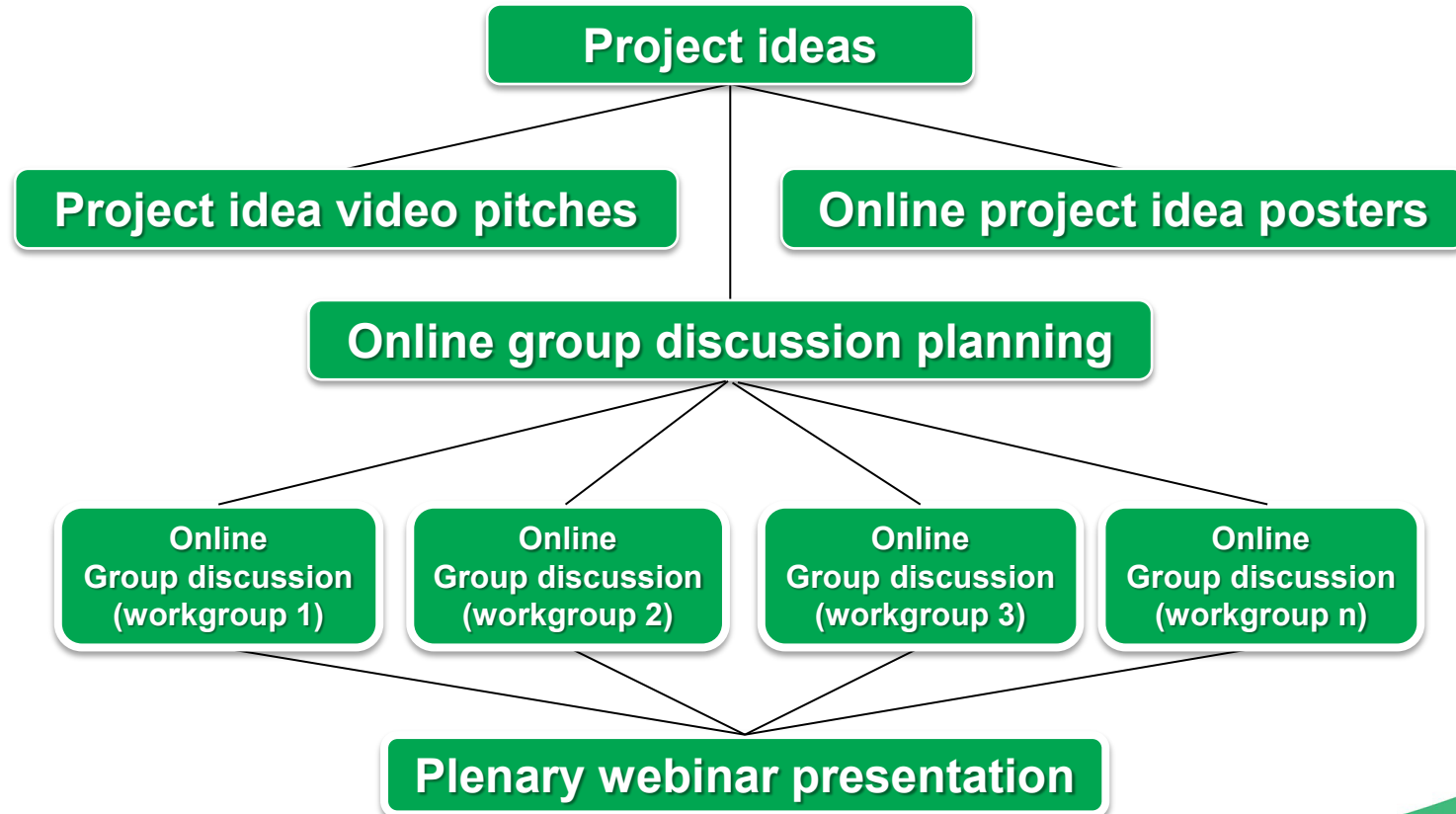


*Kristin Spierings*



# Online PO Days 2020 process

## Visualisation online process



# Online PO Days 2020 process

## Project ideas & posters

### ■ Project ideas

- Place your project idea in the Project idea tool
- The Project idea tool is the central place to present your idea, yourself, communicate with interested participants, show your poster and pitches, plan and announce your workgroup session
- Regularly update the contents of your project idea and inform people about the updates by using the button "Update status" (all updates will be published at a central place on the website)

### ■ Project idea posters

- When you have an idea, the ITEA Office will prepare a poster in close cooperation with you
- The posters can be viewed on different devices, the format will be automatically adapted
- Your poster will be published at your project idea page and at a central poster page where all posters will be published
- At the central poster page all participants can quickly browse through the different posters. This is the ideal place to quickly find the ideas that you are interested in. You can filter them on keyword, challenge and/or country.

# Online PO Days 2020 process

## Project idea pitches

- A project idea pitch is a short presentation ('elevator pitch') of your project idea
  - It is **not** a presentation of your organisation and its products or services
  - It is **not** a presentation of your competences
- Keep it short, simple and focussed
- Please use the [project idea presentation template](#)
- Maximum number of slides: 4 (see template)
- Maximum duration of presentation: 5 minutes
- Video record your pitch
- Send your video (e.g. via WeTransfer) to [communications@itea3.org](mailto:communications@itea3.org)
- The pitches are published at the project idea pages and on a central pitch page where you can browse through all the pitches.



# Online PO Days 2020 process

## Group discussions 1/2

- At any time, the project idea initiator can plan an online meeting to discuss the project idea with interested participants
- These workgroup discussions are planned and visible in the workgroup sessions overview and in the project idea page
- Interested participants can request to join the group discussion and the project idea initiator can invite people (s)he would like to have in this meeting
- The project initiator is in full control of the group discussion meeting and:
  - Should provide his/her own online video conferencing tool (MS Teams, WebEx, Zoom, ..) and provide a link to the meeting to the participants of the meeting
  - Should take care of the size of the group and whom to select
- After the meeting, the project initiator should update the project idea page and report the main updates via the “update status” button
- If you want to present the final results of your discussions at the end of the week in the plenary session webinar, you should prepare a short presentation using the “Project idea status update” template



# Online PO Days 2020 process

## Group discussions 2/2

- Ensure there is a discussion leader (e.g. the project idea initiator):
  - Take care of overall timing; avoid non-relevant or too detailed discussions
- Discussion:
  - Identify and focus on the specific problem that you want to solve:
    - If known, use the needs expressed by real customers (see the reports of customer workshops)
    - Identify the possible solution(s) and required technologies & expertise
    - Position different interested partners and identify which organisations have a real added value
    - Identify which organisations/expertise are still missing
- Wrap-up:
  - Define follow-up actions to prepare the Project Outline (PO) proposal
  - Assign a contact person and presenter of the final 'Project idea status update' presentation



# Online PO Days 2020 process

## Closing plenary webinar session

### Friday 11 September 14:00 – 16:00 CEST

- At the end of the week we allow you to present the results of your discussions with a short discussion at the plenary webinar session
- Prepare your presentation well in advance and use the 'Project idea status update' template
- Send your presentation before 12:00 CEST Friday 11 September by email to [communications@itea3.org](mailto:communications@itea3.org) mentioning the name and email of the presenter
- During the webinar you will be asked to present your results in max 5 min

# Thank you for your attention



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