

# ITEA PO Days 2022

## Guidelines for the ITEA PO Days 2022

ITEA PO Days 2022, 13 September – Helsinki  
Özgün Algın- ITEA Programme coordinator



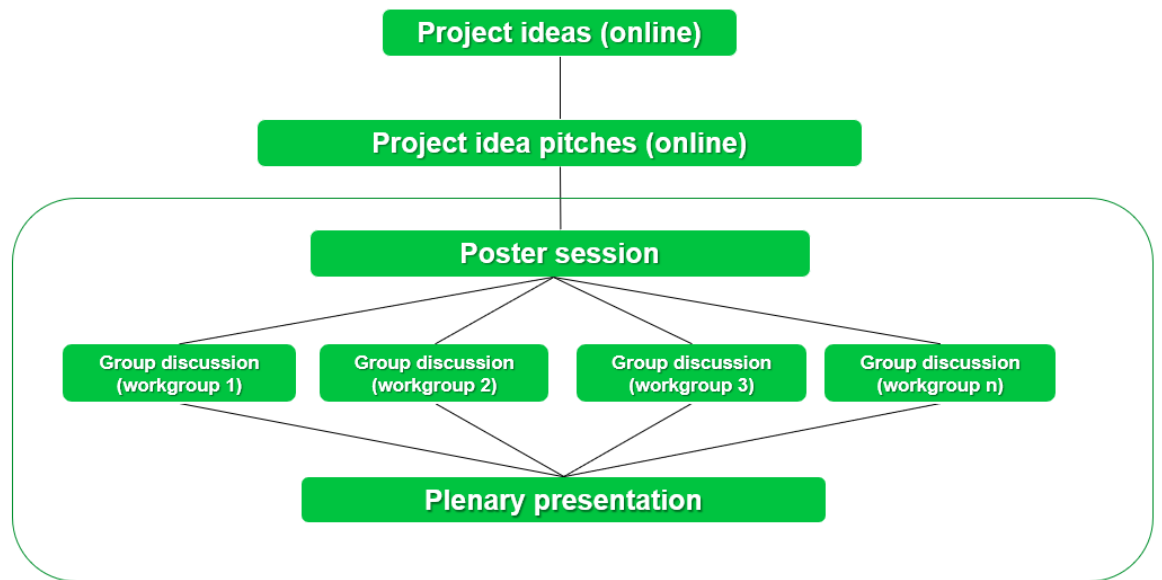
# ITEA Call 2022

## Programme

- [Monday 27 June \(online\)](#): ITEA PO Days Preparation session
- [Monday 5 & 9 September \(online\)](#): National priorities and eligibility criteria presented by Public Authorities
- [Thursday 8 September \(online\)](#): ITEA Call 2022 Project idea pitch session

## ITEA PO Days 2022

- [Tuesday 13 September \(Helsinki\)](#):
  - Introduction to the ITEA PO Days 2022
  - Poster Session
  - Group discussions & plenary feedback
- [Wednesday 14 September \(Helsinki\)](#):
  - PO Preparation instructions
  - Group discussions & plenary feedback
  - Final Conclusions



# ITEA Organisation

## ITEA Office and publications

 <p><b>ITEA Programme Chairwoman</b> <i>Zeynep Sarılar</i></p> 	 <p><b>Technical Programme Vice-chairman</b> <i>Jean-François Lavignon</i></p> 	 <p><b>Operations Office Director</b> <i>Jan Jonker</i></p> 
 <p><b>Programme coordination &amp; support</b> <i>Erik Rodenbach</i></p>  <p><i>Özgün Algin</i></p>  <p><i>Marieke van Herk</i></p>   	<p><b>PR &amp; Communications</b> <i>Linda van den Borne</i> <i>Loes van den Borne</i> <i>Mathijs van Dijk</i> <i>Diana Verdoes</i></p>    	
 <p><b>Secretariat</b> <i>Stéphanie Hezemans</i></p> 	 <p><b>ICT</b> <i>Johan van der Heide</i></p> 	 <p><b>Finance &amp; Accounting</b> <i>Kristin Spierings</i></p> 



# ITEA Call 2022

## Goals

This 2-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
  - A poster session
  - Group discussions with potential project participants
2. Meet with participants from all over the world to define potential projects and form initial project consortia
  - Project idea initiators: Announce your group discussion sessions with signposts
  - Interested participants: Participate in the group discussion sessions, organised and executed by the project idea initiators
  - Use the participants list to find interesting people
3. Receive information about ITEA and the Call process

# ITEA Call 2022

## Project ideas & posters

### Project ideas

- Place your project idea in the Project idea tool
- Update the contents of your project idea and inform people about the results after group discussions during the plenary sessions and the end of day 1 and/or day 2

### Project idea posters

- In the poster area, all participants can quickly browse through the different posters/ideas
- This is the ideal place to quickly find the ideas that you are interested in and get in touch with the project initiator
- Present your idea to interested participants in an informal & personal session ('marketplace')

# ITEA Call 2022

## Group discussions (1/2)

- 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 and advisory boards)
    - 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



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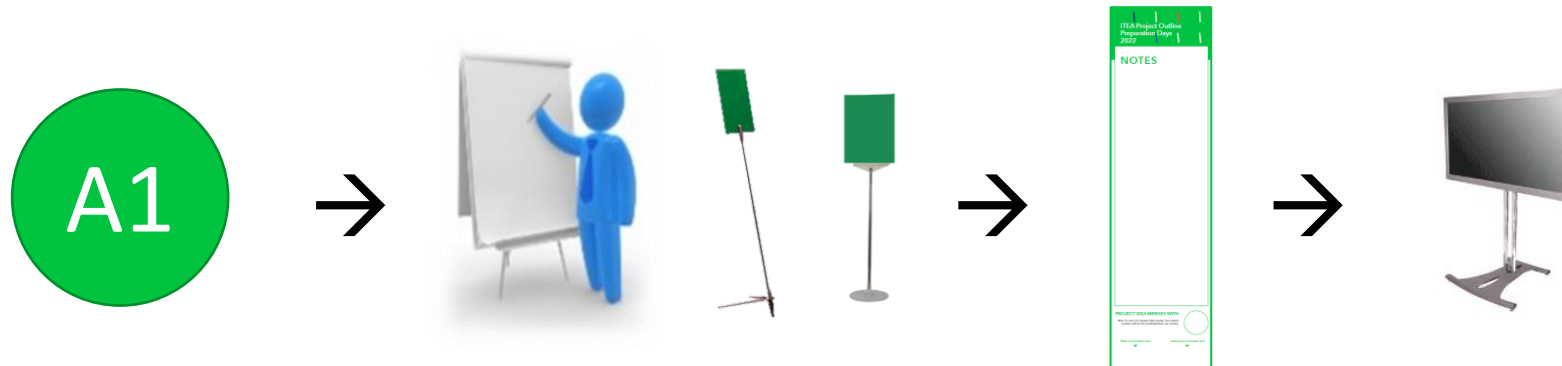
## Group discussions (2/2)

- Wrap-up:
  - Define follow-up actions to prepare the Project Outline (PO) proposal
  - Assign a contact person and presenter for the final 'Project idea status update' presentation at the plenary session at the end of the day
  - Complete the **'Project idea status update' presentation template** and **send it to [info@itea4.org](mailto:info@itea4.org)** 15 min. before the start of plenary sessions

# ITEA Call 2022

## Group discussions – Room allocation

- You can use plenary rooms or breakout rooms for your group discussions
- No breakout room reservation: first come, first served
- Clearly indicate your project idea number(s) using the signage posts, flip charts, etc.
- Indicate your positioning on your 'Notes' poster and put a comment beneath your project idea in the online Project idea tool

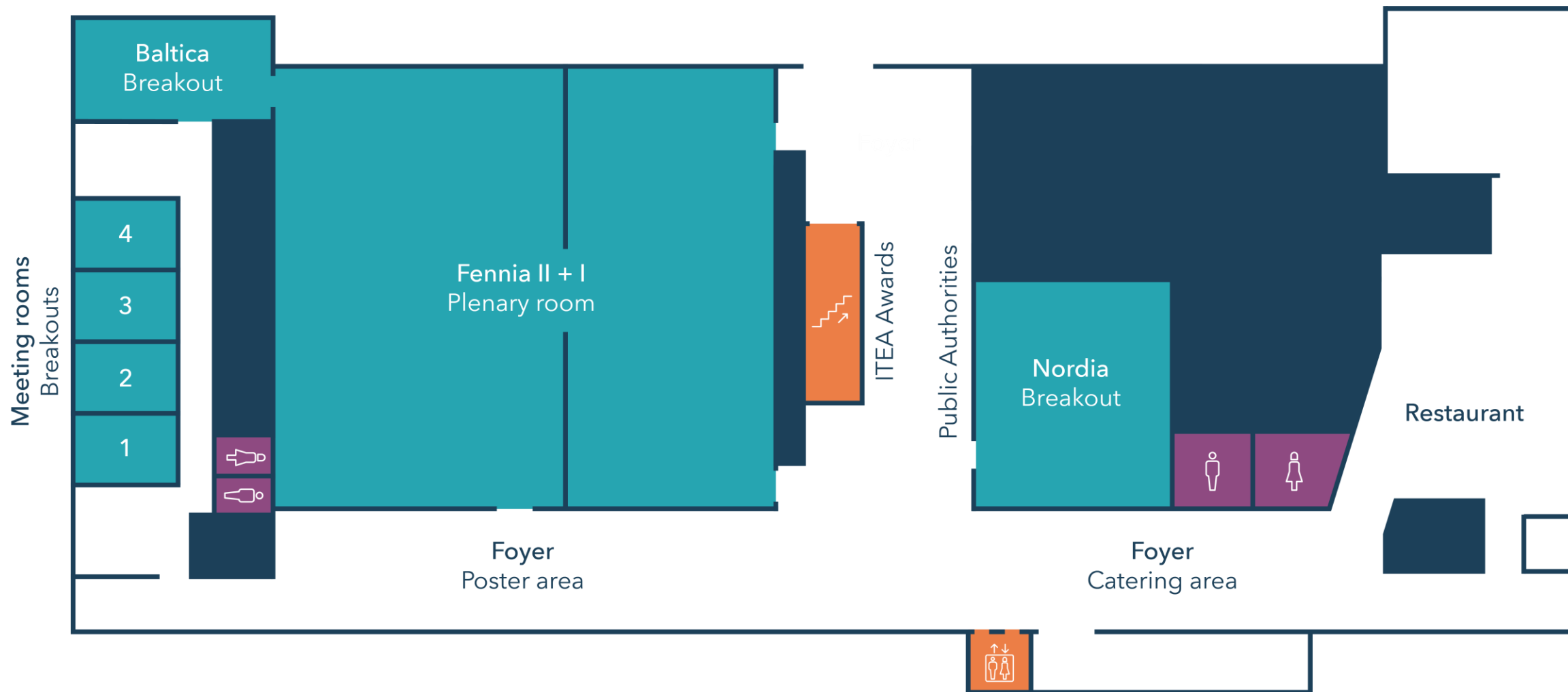


- Group positioning / room allocation will be displayed on the displays (e.g. in the plenary room and near the registration desk) and on the PO Days webpage



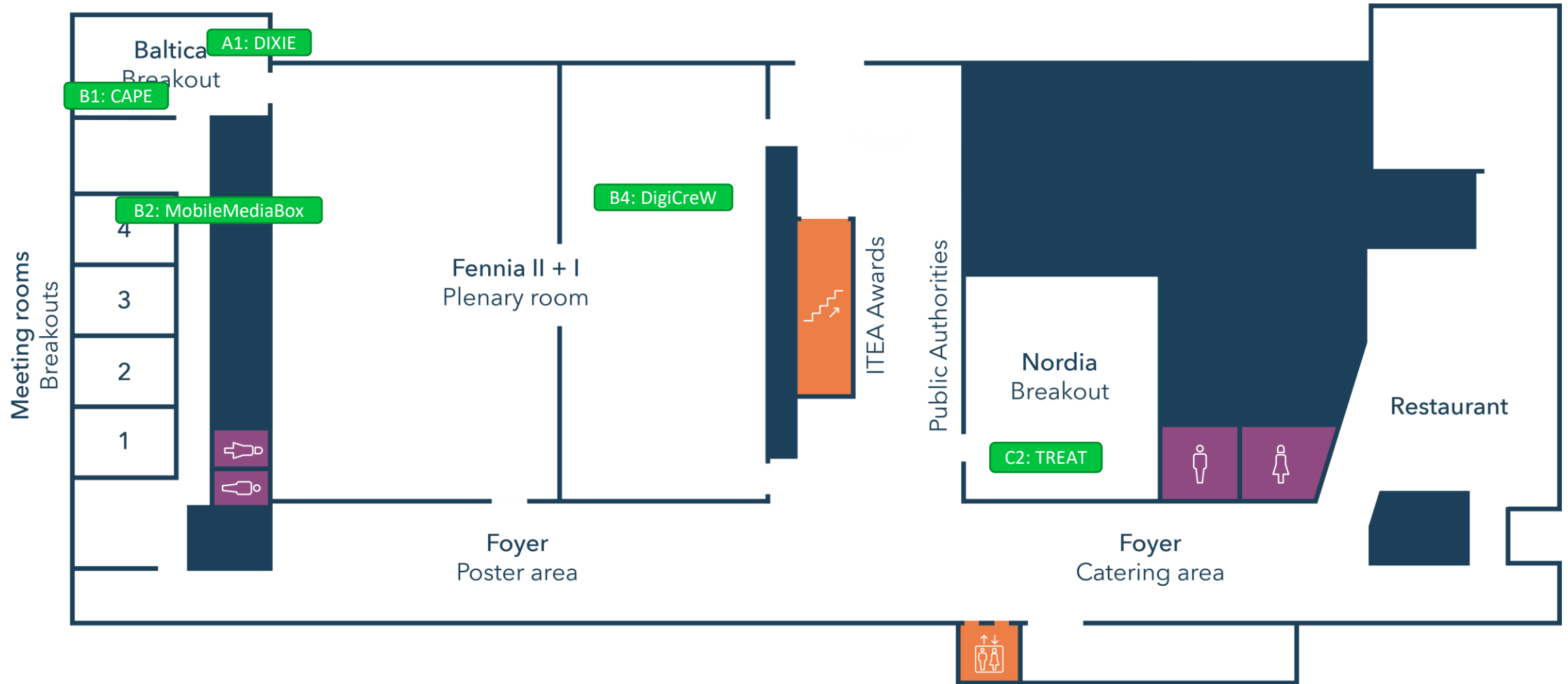
# ITEA Call 2022

## Group discussions – Breakout rooms



# Practical features

## Example of screen floor plan including group allocations



# Thank you!



ITEA4

<https://itea4.org>

ITEA is the Eureka Cluster on software innovation

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