

Guidelines for the Project Outline Preparation Days 2022

ITEA PO Days 2022 Preparation session (online)
27 June 2022

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ITEA 4 is the Eureka Cluster on software innovation



ITEA Call 2022

Introduction

- The ITEA Project Outline Preparation Days (PO Days) are the start of a new Call for research project proposals
- The ITEA Call 2022 follows a 2/3-step process:
 - Project Outline: The innovation and market impact of your idea
 - Full Project Proposal: The Project Outline extended with a detailed workplan
 - The Call opens on 13 Sep 2022 and labelling is end of March 2023
 - Partners from labelled projects can apply for public funding at their national funding agencies
- Project proposals should be in within the scope of ITEA (Software intensive Systems & Services)
- Consortia should exist at least of 2 different partners from 2 different countries

ITEA PO Days 2022

Status

- Last 2 PO days events (in 2020 & 2021) were held fully online due to Covid-19
- For this year we have chosen a mixed approach:
 - ITEA PO Days Preparation session – Online
 - National priorities and eligibility criteria presented by Public Authorities – Online
 - Project idea pitches – Online
 - Project Outline Preparation days – Two-day brokerage event in Helsinki, Finland
 - Physical event is possible again after two years and requested by many people
 - This will not be a hybrid event - sessions will not be streamed or recorded
 - In the past more than 70% of project proposals were initiated at the PO Days

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Goals

1. Learn and discuss about new project ideas with project idea initiators, via

- The online networking tools, e.g. the project idea tool, partner search tool
- The online project pitch session
- The project idea poster session at the ITEA PO days event

2. Meet with participants from all over the world to define potential projects and form initial project consortia

- Project idea initiators:
 - Present your project idea online and in the physical poster session.
 - Organise group discussion sessions with interested participants
- Participants: Find interesting project ideas and discuss with project initiators
- Use the partner search and participants list to find interesting people/possible partners

3. Receive information about the ITEA Call process and your national public funding

- Online presentations by Public Authorities about national priorities and eligibility criteria
- A 1-hour Project Outline (PO) preparation instruction session in Helsinki

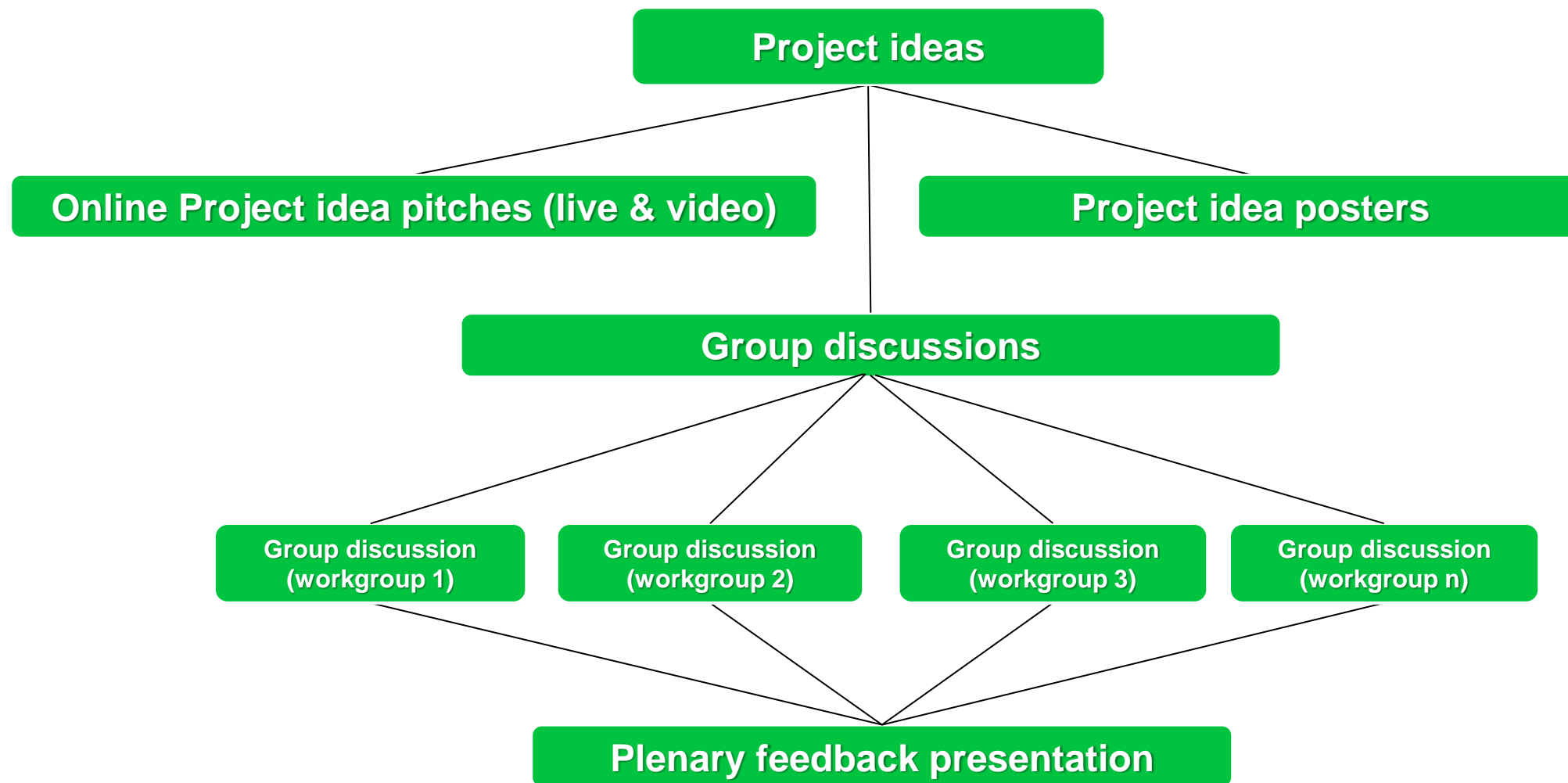
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Programme

- [Monday 27 June \(online\)](#): ITEA PO Days Preparation session
- [Monday 5 & 9 September \(online\)](#): National priorities and eligibility criteria presented online by Public Authorities
- [Thursday 8 September \(online\)](#): ITEA Call 2022 Project idea pitch sessions
- [Tuesday 13 September \(Helsinki\)](#):
 - Introduction to the ITEA PO Days 2022
 - Poster Session
 - Group discussions & plenary feedback
- [Wednesday 14 September \(Helsinki\)](#):
 - PO Preparation instructions and Q&A
 - Group discussions & plenary feedback
 - Final Conclusions
- [Wednesday 14 September afternoon & evening & Thursday 15 September morning \(Helsinki\)](#): ITEA Family Reunion

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Visualisation PO Days process



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Project ideas & posters

Project ideas (online)

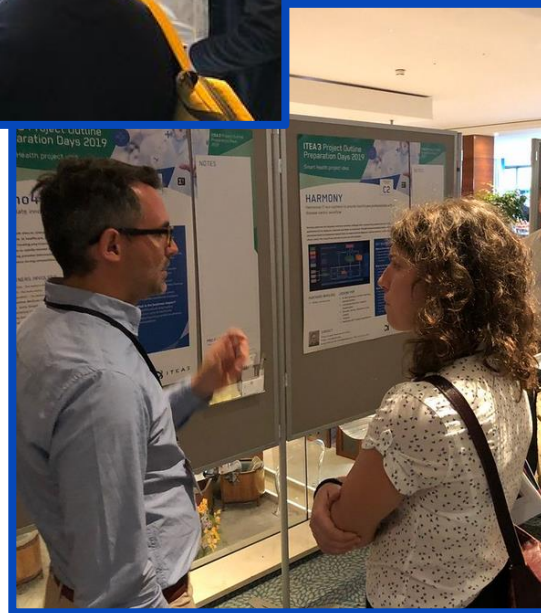
- Period before the PO Days: Create your project idea in the Project idea tool on the ITEA website
- The Project idea tool is the central place to present your idea, yourself, communicate online with interested partners, show recordings of pitches (after the online Project idea pitch session)
- Regularly 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)
- The project ideas are only visible and accessible by people who have signed the ITEA Call 2022 NDA

Project idea posters

- When you have uploaded a project idea, the ITEA Office will prepare a Project idea poster in close cooperation with you
- Your poster will be printed and delivered by the ITEA Office at the PO Days in Helsinki
- The posters will be displayed at the Poster session (marketplace) on the first day of the ITEA PO Days in Helsinki

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Project idea poster session



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Project idea pitches (online)

- 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
- Present your project idea pitch in an online session on 8 Sep 13:00-15:00 CEST
 - We will record the pitches and publish them afterwards on the ITEA PO Days webpage and in the ITEA Project idea tool

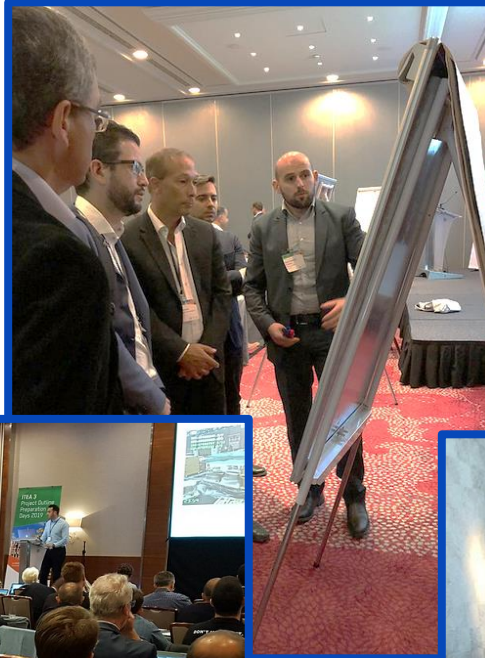
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Group discussions

- The group discussions are organised by the project idea initiator
 - Invite interested participants for a session in one of the breakout rooms or elsewhere in the venue
 - Present the progress of your discussions in the plenary sessions at the end day one and/or day two
- 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

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Group discussions & Plenary session



Thank you!



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