

# ITEA PO Days 2024

## Guidelines for the ITEA PO Days 2024

11 September, Antwerp  
Özgün Algın - ITEA Programme coordinator

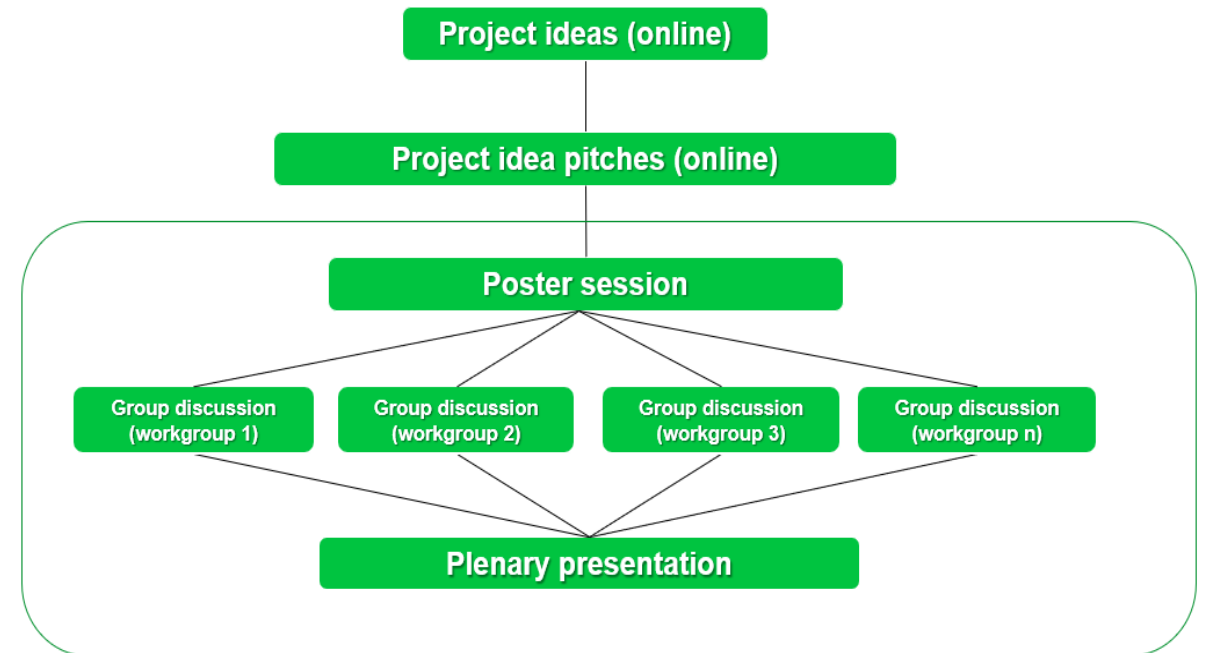


1. Have a target for the project you want to achieve
2. Have a basic composition of the core consortium
3. Have an initial idea of the planning
4. Have fun!

# Programme

ITEA PO Days 2024



- **11 September, Wednesday**
  - Introduction to the ITEA PO Days 2024
  - Poster session
  - Group discussions
  - Plenary presentation of results
- **12 September, Thursday**
  - Working group sessions
  - Plenary presentation of final results
  - Conclusions





# ITEA Office and publications

ITEA PO Days 2024



**ITEA Programme  
Chairman**  
*Dirk Elias*



**Technical Programme  
Vice-chairman**  
*Régis Cazenave*



**Operations  
Office Director**  
*Jan Jonker*



**Programme coordination & support**


 *Özgün Algin*


 *Carmen Bratosin*


 *Marieke van Herk*








**Communications & Events**

 *Linda van den Borne-Toupet*



 *Loes van den Borne*

 *Mathijs van Dijk*

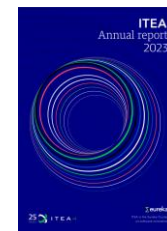


 *Diana Verdoes*



**ICT**  
*Johan van der Heide*



**Finance & Accounting**  
*Kristin Spierings*



- Learn and discuss about new project ideas with project idea initiators and interested participants
  - **Online Project idea tool (80+ ideas)**
    - Continuously update the content online
    - Follow the updates online and contact idea initiators
  - **Poster session (60+ posters)**
    - Ideal place to find the ideas of your interest
    - Contact and direct connection with idea initiators

# Excellent networking opportunity

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- Meet with participants from all over the world and form initial project consortia



**330+**

registered participants



**220**

registered organisations



**19**

countries

- Group discussions and working sessions with potential project participants  
→ More information follows

Find and connect with the ITEA PO Days participants:

<https://itea4.org/podays2024/participants-list.html>

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



# Group discussion results

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- Present the results in plenary sessions
  - Keep the audience up-to-date
  - Reach missing organisations/expertise
  - Assign a contact person and presenter for presentation at the end of each day
  - Complete the “Project idea status update” presentation template.

## Plenary presentation

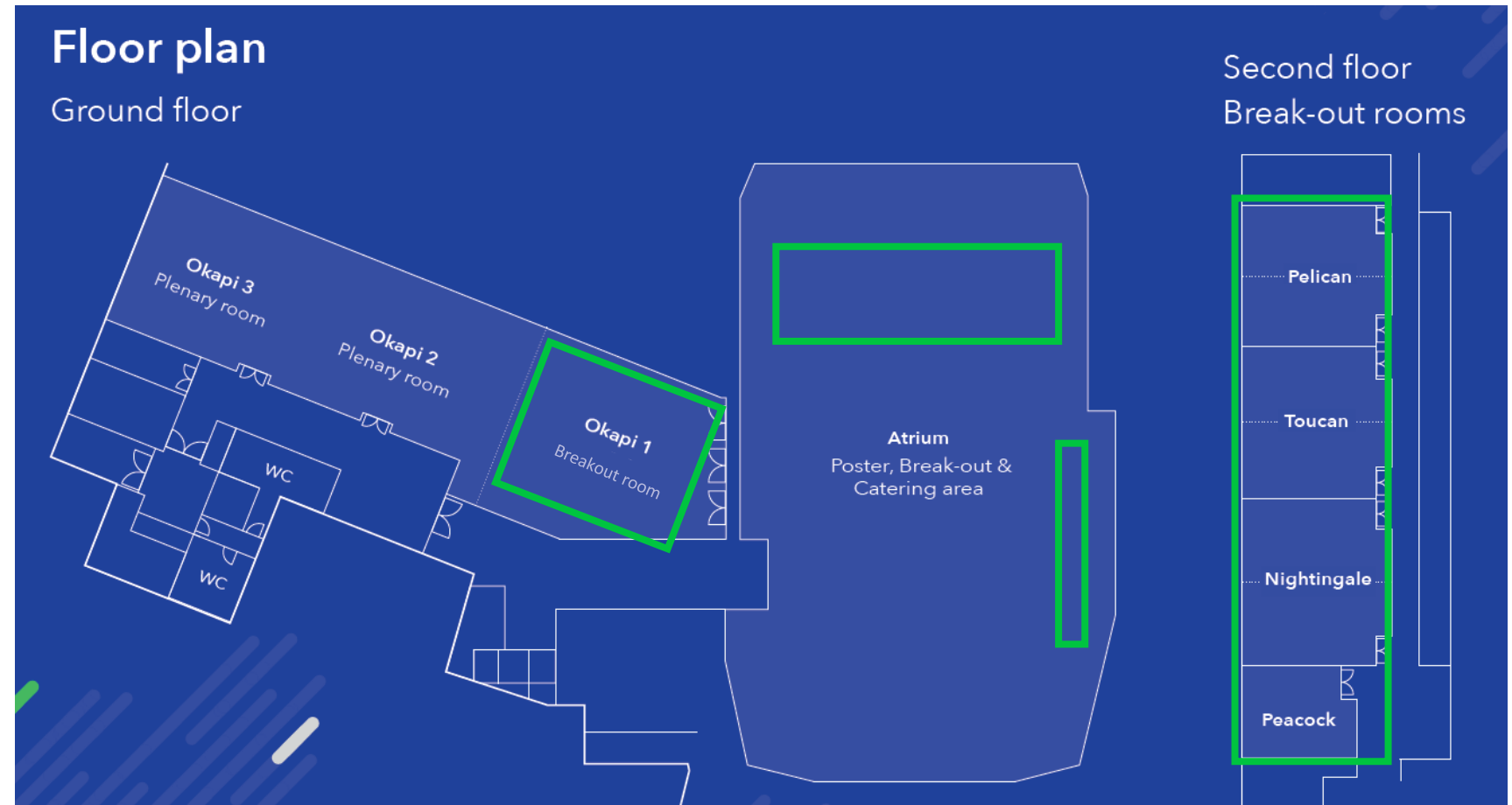
- ❖ Send the presentation to [info@itea4.org](mailto:info@itea4.org) 15 minutes before the start of plenary sessions.
- ❖ Template: PO Days website >> Resources >> PO Days documents 2024  
<https://itea4.org/podays2024/po-days-documents-2024.html>



# Breakout rooms for group discussions

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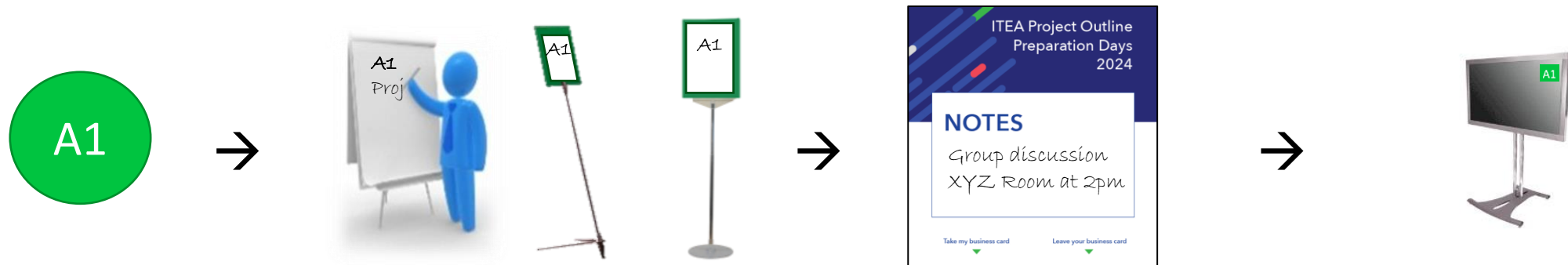
- Ground floor
  - Atrium
  - Okapi 1
  - Plenary can also be used
- Second floor
  - Pelican
  - Toucan
  - Nightingale
  - Peacock



# Room allocation for group discussions

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- 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 sign 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

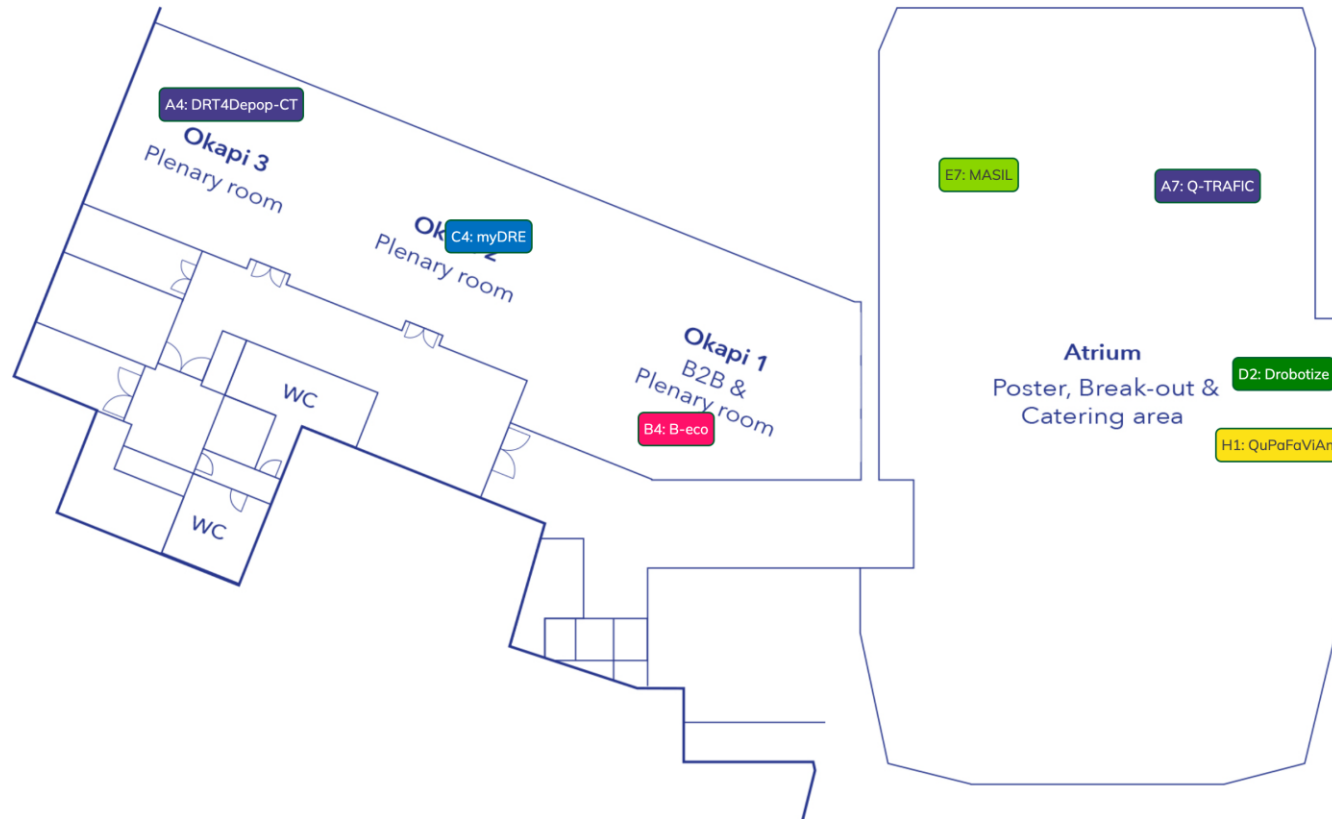


- Group positioning / room allocation will be displayed on the displays (e.g. in the plenary room and near the registration desk) and on the PO Days webpage

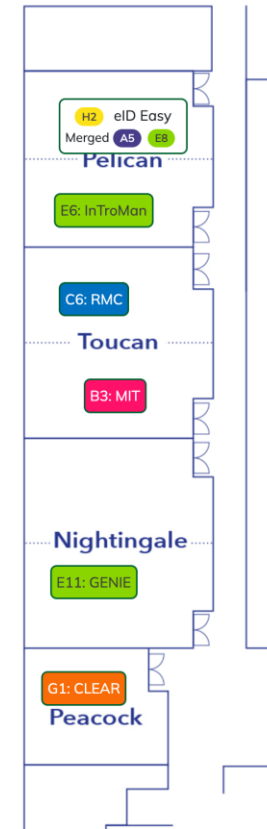
# Example of screen floor plan and group allocations

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Ground floor



Second floor  
Break-out rooms



Thank you  
for your attention