

ITEA PO Days 2025

Guidelines for the ITEA PO Days 2025

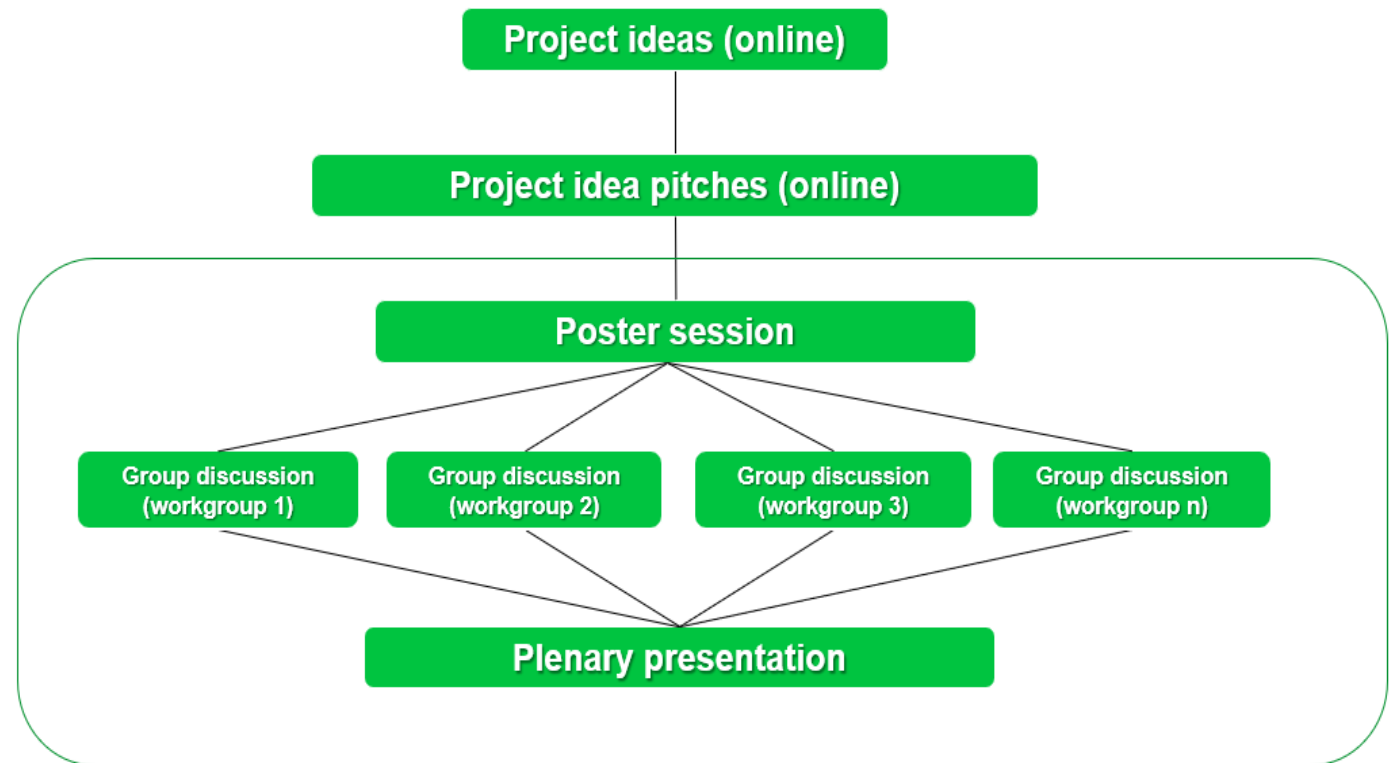
17 September, Estoril
Özgün Algın - ITEA Programme manager

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 2025

- **17 September, Wednesday**
 - Introduction to the ITEA PO Days 2025
 - Poster session
 - Group discussions
 - Plenary presentation of results
- **18 September, Thursday**
 - Working group sessions
 - Plenary presentation of final results
 - Conclusions



ITEA Office and publications

ITEA PO Days 2025



**ITEA Programme
Chairman**
Dirk Elias





**Technical Programme
Vice-chairman**
Régis Cazenave






**Operations
Office Director**
Fopke Klok
Jan Jonker







Programme coordination & quality
Özgün Algın
Bilge Özdemir
Marieke van Herk







Communications & Events
Linda van den Borne-Toupet
Loes van den Borne
Diana Verdoes



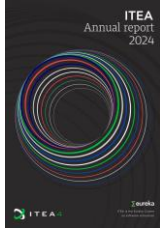



ICT
Johan van der Heide





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 (55+ posters)**
 - Ideal place to find the ideas of your interest
 - Contact and direct connection with idea initiators

Excellent networking opportunity

ITEA PO Days 2025

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



339

registered participants



219

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/podays2025/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

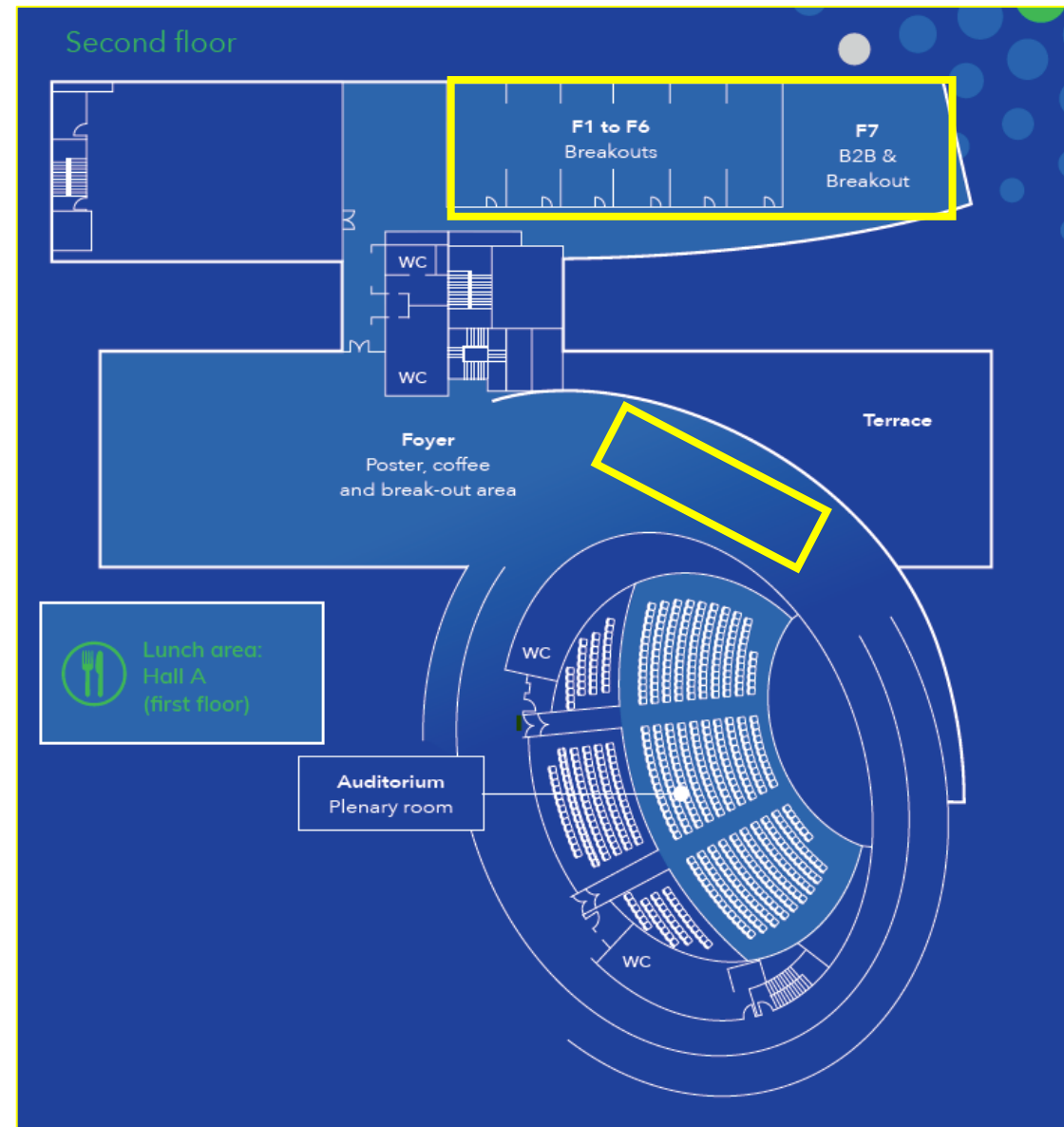
- ❖ Send the presentation to info@itea4.org 15 minutes before the start of plenary sessions.
- ❖ Template: PO Days website >> Resources >> PO Days documents 2025
<https://itea4.org/podays2025/po-days-documents-2025.html>

Breakout rooms for group discussions

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■ Second floor

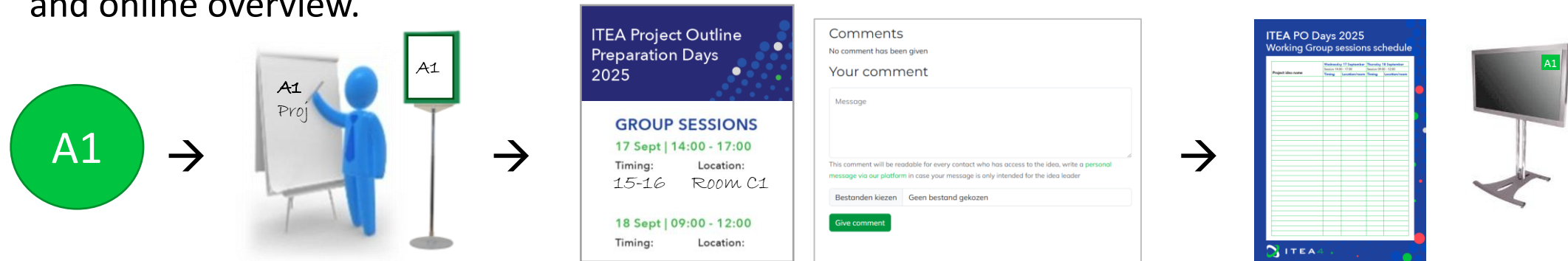
- F1
- F2
- F3
- F4
- F5
- F6
- F7
- Foyer



Room allocation for group discussions

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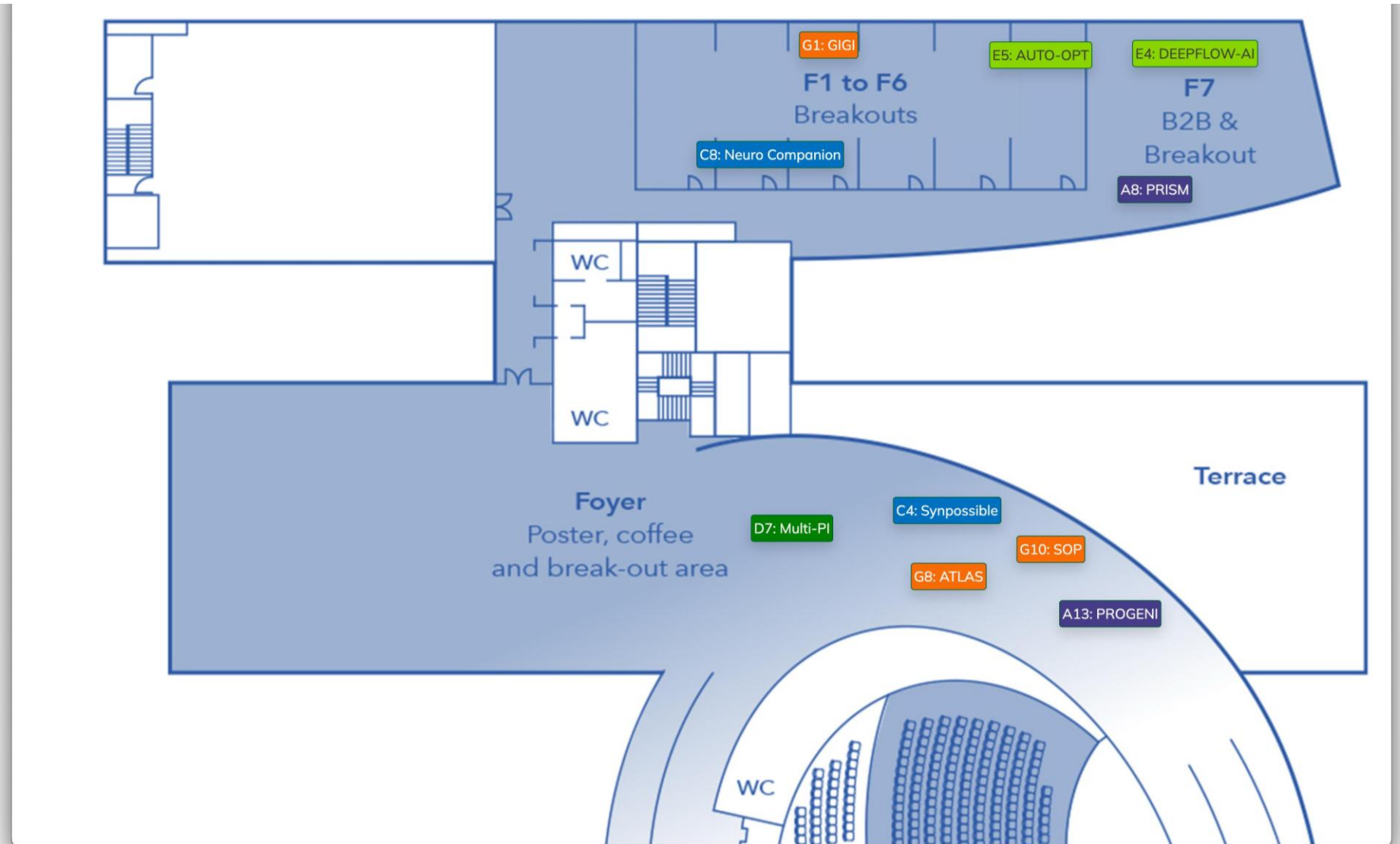
- You can use the plenary room, breakout rooms and separate tables for your group discussions
- No breakout room reservation: first come, first served
- Clearly indicate your project idea number(s) using the signposts, flip charts, etc.
- Indicate your timing and location on your 'Notes' poster (dedicated section) and put a comment beneath your project idea in the online Project idea tool. We will update the Group discussion poster and online overview.



- 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

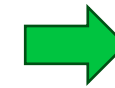
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Programme

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10:45	Poster session
13:00	Lunch
14:00	Brainstorm sessions
17:00	Presentation of brainstorm results



Plenary presentation

- ❖ Send the Project idea status update presentation to info@itea4.org before 16:45.
- ❖ Template: PO Days website >> Resources >> PO Days documents 2025
<https://itea4.org/podays2025/po-days-documents-2025.html>

Good luck and
have a fruitful day!

See you back at 17:00