

Dear Colleagues,

Bonn, January 25th 2006

In the following I have tried to give you all the information you need regarding our first meeting in Bonn. If you have additional questions dealing with financial or organizational problems please get in touch with me or with my colleague Maleen Janus janus@die-bonn.de

Dates

Begin: 14:00 Friday 24th of February

End: 18:00 Saturday 25th of February

Day of return: Sunday 26th of February

Please book the flights that allow you to take part in the meeting from the beginning to the end. If you have questions e.g. concerning the costs for the travel, flight-booking, you can contact my colleague Maleen Janus janus@die-bonn.de

Aims

The first meeting has to combine two purposes. On one hand we have to get to know each other and we have to look very careful into the project proposal and the workplan in order to make a realistic planning and to reach a consensus on dates and tasks of the partners. On the other hand we have to begin with the conceptual planning of the project. First of all we will try to get a common understanding of visual learning and we will discuss the impact of the project.

Agenda

- 1. Getting to know each other – presentation of the institutions and their activities related to adult education and short overview of the situation of visual learning. I would like to ask you to give short presentations of your institution (5-7 minutes) and an introduction concerning the situation of visual learning in your country (5-7 minutes).
- 2. Getting a common understanding of visual learning and the impact of the project
- 3. Planning work plan and procedure
- 4. Discussing the first steps of the project
- 5. Setting dates for the next steps.

Attached please find a detailed agenda of the meeting.

Preparations in general

From my point of view a joint discussion of the proposal and the workplan in it will be a good basis for the common work. We should try to read the proposal thoroughly and to look for ambiguous and vague points in order to get them clearer. Please let me know your thoughts and doubts so that I can prepare these subjects.

Expenses

I would like to inform you that you have to pay for all the costs (accommodation, travel costs and meals) in advance - as it is mentioned in the contract. Later you will get the money back. The hotel costs 57,- € per night, breakfast is included. Costs for the shuttle bus or train/subway you will find in the travel descriptions.

I am looking forward to meeting you in Bonn.

Kind regards,

Monika Tröster
Programme "Adult Learning"