



OCUTHER KICK-OFF-MEETING FOR BENEFICIARIES AND PARTNERS H2020-MSCA-ITN-2016, OcuTher-722717

OcuTher KICK-OFF MEETING FOR BENEFICIARIES AND PARTNERS

Date: December 12, 2016

Time: 10.00 – 17.00 Meeting

12.00 – 12.30 Lunch (Foyer, “Lunch at 12”)

Location: Amsterdam, Schiphol Airport

Room: The Ruyter, Exchange Avenue

Route description to Exchange Avenue:

Exchange Avenue is located on the third floor above Departures 1, nearby the Panorama Terrace.

By air:

After you have reached arrivals, follow the signs to 'departure 1 and 2'. If you have reached the departure level, you can take the escalator to the second and third floor. Please follow the signs to "Panorama Terrace/bar's & Restaurant's". Once you arrive on the third floor, follow the yellow/black signs "Conference Center" until you reach Exchange Avenue.

By car:

Schiphol is situated at the Rijksweg A4, the highway between Amsterdam and The Hague. Follow the sign “Parkeren”. When you reach this signs “Parkeren” and “Parkeren/autohuur”, keep following “Parkeren” until you will reach the parking garage. For further directions, see arrival by train.

By train:

When you arrive at Schiphol Plaza you will see the red/white meeting point. Follow the signs to "departure 1 and 2". If you have reached the departure level, you can take the escalator to the second and third floor. Please follow the signs to "Panorama Terrace/bar's & Restaurant's".

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AGENDA

1. Introduction of the agenda
2. Presentation of the project
3. Short introduction by partners
4. Presentation of management aspects
5. Training programme
6. Secondments
7. Discussion on ESR candidates
8. Advisory Board
9. Any other business

Action List

Nr.	Who	What	When	To whom
1	All	Think about the content for the website	Ongoing	Arto Urtti, Karin Koivisto
2	All	Inform when deadlines for vacancies need to be extended	Ongoing	Arto Urtti
3	All	Report ESRs in the Participants Portal (submission of a 'researcher declaration')	Within 20 days after recruitment	
4	All	Establish a supervisory board		
5	All	Inform about other staff members that have gained access to the Participant Portal	Ongoing	Arto Urtti
6	All	Please check whether the current training programme is doable, the combinations made for the 1 st year.	Before kick-off	Arto Urtti
7	UEF	Organize Kick-off meeting, SB meeting	Project month 1-6?	
8	UEF	Organize the 1 st Conference	Project month 8?	
9	Organizing Institution	for every combined training meeting, put someone in charge of organization	Ongoing	

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