

Thursday 22nd of May

Meeting place:

Estonian Chamber of People with Disabilities

Toompuiestee 10, Tallinn, Estonia

Meeting room reserved for us from 11:00 to 17:00

From the airport to the city:

Strong recommendation: Take a BOLT from the airport (fastest and cheapest 👍)

| Time | Agenda | More information |
|-------------|--------------|--|
| 11:00-12:00 | Preparations | <p>Viivi & Leena will be available at the meeting room if anyone has questions before the lunch.</p> <p>Official start will be at lunch as Jurgita and Laima arrive from the airport (flight lands at 11:10).</p> |
| 12:00-13:00 | Lunch | <p>We will have lunch at a restaurant located near the meeting venue.</p> <p>Everyone pays for themselves.</p> |
| 13:00-14:30 | Project work | <p>Viivi (30 min): → Overview of the project timeline and what is expected from the two days in Tallinn → Getting everyone on the same page</p> <p>All partners (60 min): → How did the first round of workshops go? (15 min each partner)</p> |
| 14:30-15:00 | Coffee break | <p>Host organization will cover the costs of coffee breaks during the meeting.</p> |
| 15:00-16:00 | Project work | <p>Viivi (30 min): → summarizing what was promised in the application, presenting ideas for the learning kit (30 min)</p> <p>All partners (60 min): → Discussion about the learning kit, materials and responsibilities</p> |

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| 16:00-17:00 | Cultural event? | TBD, more information later |
| 17:00-18:30 | Break: time to take bags to hotel & see Tallinn | |
| 18:30-20:00 | Joint dinner | Everyone pays for themselves Restaurant HEM Telliskivi 21 |

Friday 23rd of May

Meeting place:

Estonian Chamber of People with Disabilities

Toompuiestee 10, Tallinn, Estonia

Meeting room reserved for us from 09:30 to 15:00

| Time | Agenda | More information |
|-------------|---|---|
| 09:30-11:00 | Brainstorming the Learning Kit | Viivi (30min): Recap from yesterday All partners (60min): Concrete plans for materials, who is responsible for what |
| 11:00-12:00 | Lunch | We will have lunch at a restaurant located near the meeting venue. Everyone pays for themselves. |
| 12:00-14:00 | Finalizing the plans and responsibilities | To be achieved: A detailed plan for creating the Media Awareness Learning Kit and an adjusted timeline for the remaining project phase will be executed during the second meeting. |
| 14:00-15:00 | Coffee break | Host organization will cover the costs of coffee breaks during the meeting. |
| 15:00 | End of program | |