# Workshop in Madrid January 20th to 25th 2014

N.B. Remember to keep your boarding passes / original travel documents, and receipts.

**Meeting place:**

**Confederación Española de Centros de Enseñanza (CECE)**

**Spanish Confederation of Education Centres**

c/ Marques de Mondejar, 29-31 -  28028 – Madrid -  SPAIN

Tel:  + 34 91 725 79 09

**Main items for the kick-off workshop are**:

* Project start
* Team building
* Ensure that all teams know their tasks and responsibilities
* Quality control and monitoring
* Dissemination

**Please if possible bring a laptop computer and iPad. Please also bring an extension cord for multiple sockets if you need to power your laptop;-)**

## Agenda

***N.B. The schedules are only indicative as the agenda should be flexible and other items may be included. Where needed / possible we may also break into groups.***

January 20th

Arrival of the teams during the day. Tapas in the evening so we get to know one another

January 21st

09.00 We meet in the lobby of Hotel Ganivet and take the metro to the CECE office

10.00 Welcome by Marian Villanueva and Kent Andersen

10.30 Introduction of teams (prepare to tell about your experience with CLIL)

12.00 Walkthrough of agenda (Kent Andersen)

12.30 Expected outcomes of the project (Kent Andersen)

13.00 Lunch

14.00 Brain storming in the two CLIL core groups (Vocational colleges and primary schools) to compile lists of ideas for the 48 CLIL scenarios

16.00 Presentation of the scenario ideas / feedback from the teams

20.30 Dinner

January 22nd

09.00 We meet in the lobby of Hotel Ganivet and take the metro to the CECE office

10.00 Presentation of CLIL experience (David Marsh)

12.00 Structure proposal for the CLIL scenarios (All teams and David

13.00 Lunch

14.00 Work on the lists of ideas for the 48 CLIL scenarios using David as consultant / peer reviewer

20.30 Dinner / tapas

January 23rd

09.00 We meet in the lobby of Hotel Ganivet and take the metro to the CECE office

10.00 The CLIL materials bank/repository, what do we want to put in the bank? First compilation of suitable materials for CLIL based lessons in primary schools and vocational colleges (Kent Andersen)

12.00 Presentation of ideas for the CLIL book content. The book will utilise the scenarios and videos and refer to the materials bank to demonstrate the attractiveness of CLIL and remove some of the known barriers to successful implementation of CLIL in the two sectors (Maria Theodorou supported by David Marsh)

13.00 Lunch

14.00 Continued work on the CLIL book

15.00 How to make best use of David Marsh during the project work, mainly feedback for the CLIL book and first scenarios. Skype etc.

20.30 Dinner / tapas

January 24th

09.00 We meet in the lobby of Hotel Ganivet and take the metro to the CECE office

10.00 First ideas for the course structures (Sandra Attard-Montalto and Kent Andersen)

12.00 Dissemination, website and social media (Kent Andersen)

13.00 Lunch

14.00 Financial regulations and project reporting (Kent Andersen)

16.00 Meeting evaluation

January 25th The teams travel home. It is also possible to have a late flight on the Friday, or as mentioned earlier to travel home on the Sunday if the total price by doing so is less expensive.

\* Please note that meals, drinks etc. due to the EU regulations set out in the financial handbook have to be paid by each participant / national team (the cost is of course covered by the per diem).