

Agenda for the Hoorn workshop December 9th – 12th 2008

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

December 9th

Arrival in Hoorn check in at hotels etc.

19.00 * Dinner and networking. Please e-mail Kent Andersen ka@ots.dk if you cannot take part in the dinner (reservation is needed). Meeting place: Keizerskroon lobby. (Frans van Schaik)

December 10th

08.30 Walk from Keizerskroon hotel to the Horizon College.

09.00 Welcome by Kent Andersen in conference room

09.10 Presentation of the teams. Each team presents its members with a quick overview of competences in the pools-t project, e.g. experience with CLIL, materials production, language teaching, computer assisted language learning etc. (including those not participating in the workshop).

10.00 An introduction to the CLIL method: Frans van Schaik and Co.

10.30 Demonstration of the ICT tools to be developed; functions, user interface, adaptability: Kent Andersen

11.30 * Break

11.45 Debate and exchange of ideas regarding the CLIL method

12.30 * Lunch

- 13.30 A short CLIL based lesson where Elizabeth teaches the other teams a few Greek words. The lesson can deal with anything (e.g. wiring a plug, how to write in Greek, sharpening a pencil etc.): Elizabeth Antoniadou
- 14.15 Debate and exchange of ideas for CLIL based lessons
- 15.15 * a short refreshment break
- 15.30 Walkthrough of ideas, tasks, schedules, responsibilities for content, quality control, and dissemination. Kent Andersen
- 17.00 End of Day 1
- 19.15 * **Dinner** Assembly in lobby of Hotel, a short walk to restaurant:-)

December 11th

- 08.30 Walk from Keizerskroon hotel to the Horizon College.
- 09.00 Administrative procedures; quarterly reports and financial rules: Kent Andersen
- 10.00 Demonstration of the project website www.languages.dk: Kent Andersen
- 10.30 The project dissemination blog (Web log), how to use a blog and participant responsibilities, and walkthrough of the project communication systems; e-mail lists, newsletter lists, etc.: Kent Andersen.
- 11.00 * Break
- 11.15 IPR agreement: The ideas behind CopyLeft is presented, all participants sign the CopyLeft contract regarding materials developed during the project. Kent Andersen
- 11.45 Presentation of a feedback system that the teams can use for testing, evaluating and suggesting improvements for the text blender and the coming online software. The system may be word based documents with suggestions and reports, but there has to be an agreed (during the workshop) format so we can document and keep track of improvements and suggestions: Gordon Wells
- 12.30 * Lunch / snacks / sandwiches

- 13.30 Debate on how to implement the feedback system
- 14.00 Compilation of a list of possible dissemination events or methods that will be implemented in the partner countries to ensure a cross country dissemination and impact on target groups
- 15.15 Compilation of a list with possible international dissemination events or methods that the partnership can implement to ensure dissemination and impact on target groups.
- 15.45 * a short refreshment break
- 16.00 Compilation of an initial list of possible clustering projects, i.e. projects that may be suitable for the Pools-t project.
- 16.15 Summary of the Project plan, responsibilities, and schedule. We stick to the original work plan dates!
- 16.45 EFQM quality control of achievements
- 19.15 * [Dinner](#)

December 12th

Departure from Hoorn

* 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).