



Co-funded by the
Erasmus+ Programme
of the European Union



**„Innovation and Continuing Education in Destination Management ”
Project No: 2020-1-CZ01-KA202-078343**

ON-LINE KICK-OFF MEETING

Date & time: 14.12.2020, 13:00 o'clock (Central European Time)

Purpose:

- Establish a common understanding of the project
- present administrative and financial issues connected with the project implementation
- set up cooperation and communication within the partnerships
- present project timetable, planned work activities and outputs
- present, plan and discuss joint project activities A2 + A3
- comments and questions from partners

Meeting program:

- Welcome & introduction from Institute of Hospitality Management in Prague.
- Very brief introduction of each partner organisation – max 5 minutes
- Presentation of project work activities and time schedule
- Partners' remarks and questions to the work activities
- First joint project activity A2 – International Questionnaire Research,
- Partners' remarks and questions to the A2
- Second joint project activity A3 – Analysis of tourism management systems in partner countries ,
- Partners' remarks and questions to the A3
- Agreement on understanding to implementation, tasks and deadlines of the discussed work activities A2 + A3
- Presentation of current project management, financial & administrative issues – communication, project evidence and reporting, partner contracts, 1st grant installment, pandemic situation ...etc.
- Dissemination & publicity – basic rules and tasks
- Close of the meeting

For a later opportunity to return to the individual information discussed, all meeting will be recorded and the recording will be available on a shared Google Drive, as well as all presentation or documents used during the online meeting.