

## Lead Partner and Communication Seminar 2018

### Agenda

#### Wednesday 4<sup>th</sup> of April 2018

Location: Restaurant Koulu (Eerikinkatu 18, 20100 Turku, FI)

18.00-21.00 Get-together networking reception (light buffet included)

#### Thursday 5<sup>th</sup> of April 2018

Location: Scandic Julia (Eerikinkatu 4, 20100 Turku, FI)

8.15-8.45 Registration and morning coffee

8.45-9.00 Welcome to the event!

Aims of the day and practicalities  
*Project Coordinator Helinä Yli-Knuutila*

Subsidy Contract  
*Head of the Managing Authority Merike Niitepöld*

9.00-9.45 Lead Partner's role in the project implementation  
*Project Manager Ülari Alamets*

9.45-10.00 Experiences in managing a Central Baltic project and partnership  
*Executive Director Karolina Mackiewicz, Baltic Region Healthy Cities Association*

10.00-11.00 Time for discussion (coffee break included)

11.00-11.45 Financial management and basics of eligibility of costs  
*Financial Manager Sanna Erkko*

11.45-12.30 Project reporting and eMs  
*Project Coordinator Tiina Keinänen*



12.30-12.45 Practical tips for financial management and reporting  
*Financial Manager Kimmo Polvivaara, Turku University of Applied Sciences*

12.45-13.00 Summary of the morning session

13.00-14.00 Lunch (provided)

14:00-15:30 Parallel sessions

Session 1:

14.00-15.30 Introduction to communication issues and visibility requirements  
*Communication Manager Ari Brozinski*  
*Communication Officer Elisa Bertieri*

Session 2:

14.00-15.30 Workshop on eligibility of costs  
*Financial Manager Sanna Erkkö*

15.30-16.00 Coffee break

16.00-17.00 Communication workshop: Support in communication and social media  
*Communication Manager Ari Brozinski*  
*Communication Officer Elisa Bertieri*  
*Project Manager James Simpson, City of Parainen*

17.00 End of the seminar - have a safe trip back home!

*We recommend that all Project Managers, Financial Managers and Communication Managers from the Lead Partner organisations take part to the seminar! The seminar is targeted to the new 3rd call projects and the projects with new project management personnel.*

Please remember to register by 16.3.2018:

[https://www.lyyti.in/Lead\\_partner\\_seminar\\_5515](https://www.lyyti.in/Lead_partner_seminar_5515)