WORKSHOP ORGANISATION AND ROLLOUT

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Virtual LRB meeting, 29.04.2020

DISTRIBUTION OF RESPONSIBILITIES

YOUR CONTACT POINTS TO THE ELRC CONSORTIUM

Subcontracts / financial issues / invoicing

- ELRC secretariat: info@lr-coordination.eu

Website

- Tilde, Aivars Berzins: aivars@tilde.com

REGIONAL DISTRIBUTION

Country	ELRC Partner	Contact persons
Belgium, France, Ireland, Italy, Malta, Portugal, Romania, Spain, The Netherlands	ELDA	Khalid Choukri (choukri@elda.org) Hélène Mazo (mazo@elda.org)
Denmark, Estonia, Finland, Iceland, Latvia, Lithuania, Norway, Sweden	Tilde	Andrejs Vasiljevs (andrejs@tilde.lv) Aivars Berzins (aivars.berzins@tilde.lv)
Bulgaria, Croatia, Cyprus, Czech Republic, Greece, Hungary, Poland, Slovakia, Slovenia	ILSP	Stelios Piperidis (spip@athenarc.gr) Maria Giagkou (mgiagkou@athenarc.gr)
Austria, Germany, Luxemburg	DFKI	Andrea Loesch (andrea.loesch@dfki.de) Eileen Schnur (eileen.schnur@dfki.de)

OUR SHARED WORKSPACE

https://tildesia.sharepoint.com/sites/elrc-nap/default.aspx
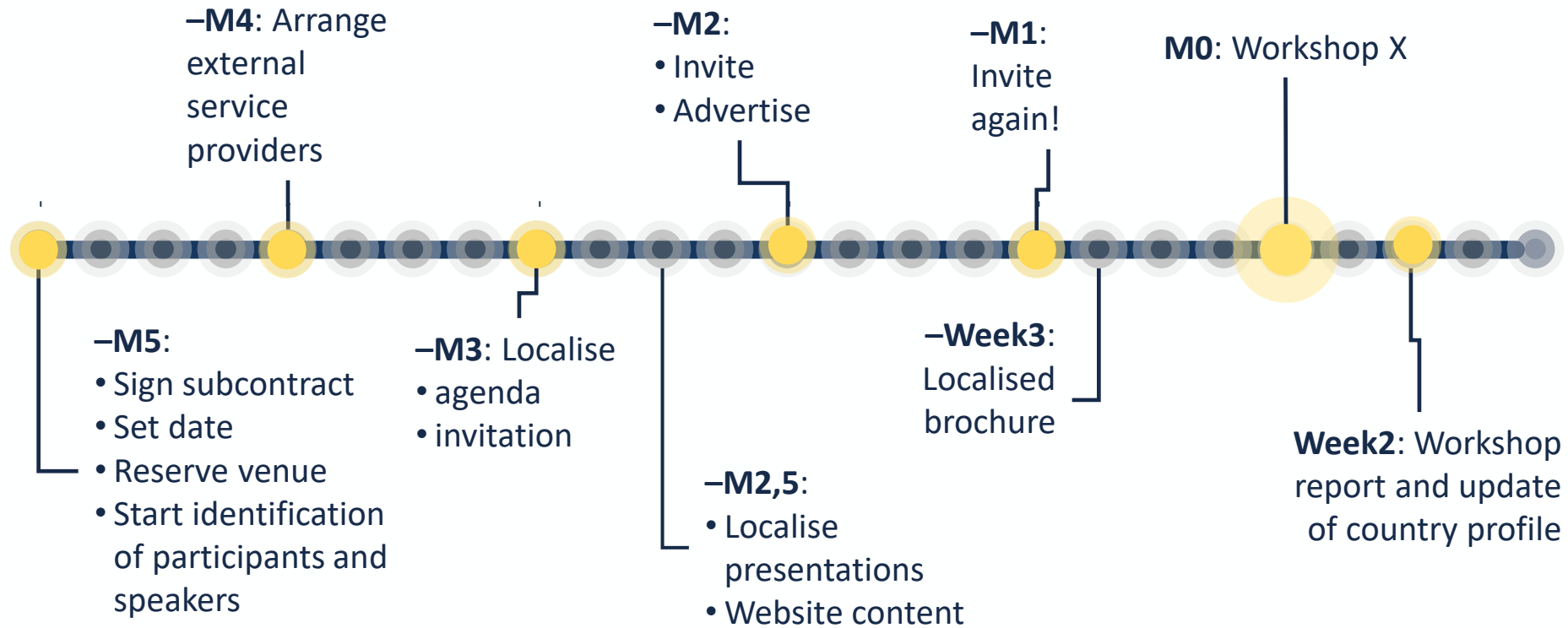
Workshops -> 1. New ELRC

- Subcontract template
- Guidelines for organisation
- Master material in EN
  - Master presentations set
  - Master workshop agenda
  - Invitation
- Promotional material
  - Press release
  - ELRC workshop brochure

- Other material for organisation
  - Certificate of attendance
  - Participant feedback form
  - Workshop report template
  - …
- Per country folders

YOUR STEP-BY-STEP GUIDE

–M4: Arrange external service providers

–M2:
- Invite
- Advertise

–M1:
Invite again!

M0: Workshop X

–M5:
- Sign subcontract
- Set date
- Reserve venue
- Start identification of participants and speakers

–M3: Localise
- agenda
- invitation

–M2,5:
- Localise presentations
- Website content

–Week3:
Localised brochure

Week2: Workshop report and update of country profile

VENUE AND DATE

- Venue:
  - premises of one of the targeted organisations (for instance at one of NAPs' organisation or at a public administration, e.g. a ministry)
  - co-location with relevant events (eGov, LT…)
  - EC representation premises? -> maybe, but not necessarily
- Dates:
  - Current planning: September 2020 – December 2021

TARGET AUDIENCE

- Attendees of previous workshops
- Existing users of eTranslation
- Public (governmental and regional) organisations, especially public digital services and creators of multilingual content
- LT developers and providers, i.e. research/academia and LT industry
- Projects in LT and AI
  - ELG
  - CLARIN
  - AI4EU
  - CEF-funded projects
  - …
- SMEs associations

WORKSHOP REPORT

- Record the workshop, it helps in reporting
- Deadline: 2 weeks after the workshop. Please try to meet this deadline. A week's extension is possible, but should be justified
- Use the internal report template available on Sharepoint
- Mind the requested sections, e.g.
  - The panel sessions should be elaborated
  - A concise synthesis of the discussions and the main points raised by participants should be provided
  - The list of participants is mandatory. Data will only available in the internal report, shared only with the EC.
  - The workshop evaluation section, based on the input from the Workshop Evaluation Forms is mandatory.
  - Update of the ELRC country profiles