

# ITINERARY

for the visit of the Partners  
of SOCRATES 213871-CP-2-2002-BG-ERASMUS-TN  
to Berlin, Germany from 30 August to 04 September 2003

	9.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	Evening
<b>Saturday 30 August</b>	<b>Arrival in Berlin</b>									
	9.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	Evening
<b>Sunday 31 August</b>	<b>Arrival in Berlin                      Sightseeing in Berlin (Boat cruise)</b>									
	9.00	10.00	11.00	12.00	13.00	14.30	15.00	16.00	17.30	Evening
<b>Monday 01 September</b>		ECET Meeting 1			Lunch		ECET Meeting 2		Social evening	
	9.00	10.00	11.00	12.00	13.00	14.30	15.00	16.00	17.30	Evening
<b>Tuesday 02 September</b>		ECET Meeting 3			Lunch		ECET Meeting 4		Social evening	
	9.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	Evening
<b>Wednesday 03 September</b>	<b>Sightseeing in Berlin (Free time)</b>						<b>Departure</b>			
	9.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	Evening
<b>Thursday 04 September</b>	<b>Departure</b>									

## **FINAL MEETING**

**FHTW - Berlin  
Treskowallee 8  
10318 Berlin**

### **AGENDA**

#### **MEETING 1**

**01.09.2003, 10:00 – 13:00h.**

- Address of the President of FHTW Berlin Professor Herbert Grüner to the participants in the meeting.
- Introducing the participants in the meeting.
- Reporting about project progress.
- Listening to the opinion of the Leader of the Evaluation Board.
- Discussion.
- Specifying the activities until the end of the second year.
- Discussion.
- Any Other Business.
- Lunch at the Mensa, FHTW - Berlin

#### **MEETING 2**

**01.09.2003, 14:30 – 17:30h.**

- Information about project financial rules.
- Preparation of financial documents.
- Any Other Business.
- Dinner at the Restaurant ABACUS

**MEETING 3**  
**02.09.2003, 10:00 – 13:00h.**

- Demonstration of the ECET WEB site.
- Demonstration of the VEDoC WEB site.
- Demonstration of the Virtual Centre for Preparing WEB based Courses (e-Learning Shell) and of the Virtual Library.
- Demonstration by project partners about development and application of environments for virtual teaching materials, virtual laboratories, etc. for the purposes of e-Learning.
- Discussing and adopting a proposal for a Work plan for 2003/2004.
- Any Other Business.
- Lunch at the Mensa, FHTW - Berlin

**MEETING 4**  
**02.09.2003, 14:30 – 17:30h.**

- Preparation of financial documents.
- Any Other Business
- Evening at own disposal

❖ **Coffee breaks will be made during each morning and afternoon session.**