**KICK OFF MEETING SMEINNOBOOST PROJECT**

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3d of October, 2017

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| Time | Topic |
| 9.00 – 9.15 | **Registration of participants**  |
| 9.15-9.30 | **Briefing for the media**  |
| 9.30 – 10.30 | **Opening session*** Short presentation of SMEINNOBOOST PPs (3 min each)
* General presentation of SMEINNOBOOST Project – Project Manager
* Establishment of the Steering Committee
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| 10.30 – 10.45 | Coffee break |
| 10.45-12.00 | **Project management session*** Project Implementation Manual Rules – Project Manager (Project progress)
* Project Implementation Manual Rules – Financial Manager
* Project Implementation Manual Rules – Communication Manager
* - Q&A
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| 12.00 – 13.00 | Working lunch  |
| 13.00 – 14.00 | **WP 3 - Statistical information for benchmarking at transnational and SME level** - Leading PP preparing presentation - PP2, during the discussion all PPs are expected to contribute, but more specifically LP, PP2. PP3, PP4, PP5 and PP8 |
| 14.00 – 15.00 | **WP 4: Self-assessment tool (SAT)** – Leading PP preparing presentation – PP8, during the discussion all PPs are expected to contribute, but more specifically LP, PP2, PP5. PP6, PP7 and PP6 |
| 15.00 – 15.30 | Coffee break |
| 15.30 – 16.30 | **WP 5: Transnational Innovation Clusters** - Leading PP preparing presentation - PP7, during the discussion all PPs are expected to contribute, but more specifically PP8 |
| 16.30 – 17.00 | WP 6: Enabling factors for the successful innovator - Leading PP preparing presentation - PP6, during the discussion all PPs are expected to contribute, but more specifically PP5 |
| 17.00 – 17.30 | Q&A |