

## M e e t i n g   A g e n d a

### S M E   A c a d e m y   P R O J E C T

Finance Management Training for SMEs

Agreement n° [2017-1-TR01-KA202-045735]

**AFYONKARAHISAR Kick-off Meeting 19-22 February 2018**

<b>19/02</b>	Arrival of the Participants	
	16.00	Arrival to the hotel
<b>20/02</b>	<b>Morning Session</b>	
	09:45-	Departure from Hotel to Afyonkarahisar Chamber of Commerce and Industry (ATSO)
	10:30-11:15	Opening Speech of the meeting by Mr Husnu Sert –President of ATSO and Presentation of Project aims and Partners to the Journalist
	11:15-11:45	Presentation of Afyonkarahisar and Afyonkarahisar Chamber of Commerce and Industry by Mr. Ali Şenol- Secretary General of ATSO
	11:45 – 13.30	Lunch
	<b>Afternoon Session</b>	
	13:30-15:00	<b>Presentation of partners</b> ➤ Presentation of Partners
	15:00-16:00	➤ Explanations of Project and route Map of the project for 2 years by Dilek Volkan
	16.00 – 16:15	Coffee Break
	16.15-18.00	➤ Continue to work on Work-Packages ➤ Continue with Role Definitions & responsibilities of the partners
	19:00	Departure for Dinner from Hotel
	<b>21/02</b>	<b>Morning Session</b>
09:30-12:00		<ul style="list-style-type: none"> <li>• Contractual works</li> <li>• Mile Stones times</li> <li>• Implementations in Countries</li> <li>• Financial Details</li> </ul>
12:30-14:00		Lunch
<b>Afternoon Session</b>		
14.00		If we finish Project responsibilities on time, otherwise it will be shifted ... <ul style="list-style-type: none"> <li>• City Tour</li> </ul>
<b>22/02</b>	Departure of the Participants	