



Report on preparation for and delivery of the FINAL TEEUP MEETING 4 and Conference - (9 September 2010), North West Regional College, Derry.

Pre-Conference Planning.

Finalising the Guidance tool and meeting the key objectives of the programme including the Final report, Impact Reports, Case Studies, Website Uploads incl Podcasts.

The key outcome of the project was to be the production of a Guidance Tool which had been envisaged, developed and re-worked throughout the life-time of the programme. Months in advance of the final conference and indeed at the previous Partner meetings in Stockholm, the project manager, Marilyn Lento of NWRC, had elected a sub-committee from the Partners to oversee the finalisation of the Guidance Tool.

Central to the success of this sub-committee was the relationship between NWRC and Kenneth OB Sundin, the Swedish partner who was co-ordinating the finishing touches and some pilot testing of the Guidance Tool. Extensive liaison took place between both parties in the days and weeks in advance of the Final Conference and at the 11th hour (despite extreme circumstances beyond their control) a product suitable for public consumption and presentation was produced.

The team at NWRC worked with Kenneth to proof the final guidance tool for grammatical and spelling errors and formatting mistakes. All artwork was agreed with the nominated management team member in advance of finalising the Tool. The same approach was adopted for the production of the Final Report and again extensive liaison between the various team members at the NWRC made the completion of these key documents possible. Instructions were issued and agreed in advance of the final meeting in terms of translation of the relevant materials into Estonian, Swedish and Lithuanian. It was considered appropriate to hold off on completing translations until after the Final conference in case any final suggestions were made at the conference.

The other key areas required to close off the project included the finalisation of the Impact reports from the various countries and the uploading of case-studies, podcasts and other valuable material to the programme website. Again the NWRC team took the lead with the assistance of the project partners, especially NORIBIC in finalising all the relevant detail. The case studies were gathered and uploaded, the remaining Impact Reports would be secured at the conference and all podcasts including the day's proceedings would be recorded and uploaded.

Although earlier considerations were to the contrary, the Management team decided not to print out and formally bind all the final documentation for the project including the Guidance Tool. Instead, they elected for the much more environmentally friendly solution of copying all the finalised material to a branded USB Key, which came as part of the final conference pack.

Logistics

Travel

Shortly after the 3rd partner meeting in Stockholm in April 2010, the NWRC representative issued a call for all partners to make arrangements for their travel to Derry for the final conference. Negotiations were on-going over the summer months to determine availability and finally in late August, NWRC had confirmation as to who would be in attendance, with only one key partner ESCI from France unable to attend.

Travel from the various airports in Derry, Belfast and Dublin was then co-ordinated to ensure that all project partners would arrive safely and as efficiently as possible at the hotels on the evening before the conference.

Finally, NWRC team worked with the Conference speakers and their local aides to ensure all travel and accommodation was arranged, suitable and agreed.

Accommodation

An initial holding reservation was placed for Project Partners in two local hotels in Derry. The split locations were necessary due to other events happening in the City at that time placing high demand on hotel space. Based on the confirmations, all Project Partners were placed in either the City Hotel or the DaVincis Apartotel Complex, both deemed suitable accommodation.

Two of the NWRC team, who are not residents in Derry, also stayed at these venues to ensure there was no issue with any of the Partners.

Accommodation was also offered to the keynote speakers.

Catering

Catering was organised to be convenient on the first evening and as an opportunity to showcase the best of the region and its catering establishments on the second evening.

Plans were made for a smaller delegation of the Project Partners and speakers to dine at a restaurant near to both hotels on the evening before the conference.

On the evening of the conference, all key participants were invited to a Conference dinner at a renowned restaurant in nearby Co Donegal some 15 miles from both hotels and transport facilities were arranged for all attending.

The NWRC would provide the catering and refreshment facilities during the day of the conference.

Conference facility reservations

It was agreed that the NWRC had all suitable and necessary equipment to accommodate the Conference and reservations were placed on the necessary room space months in advance of the final conference. The Conference Room and adjacent lecture theatre in the newly refurbished Northland building would prove to be more than adequate to accommodate both the partner meetings and the Final Conference.

All recording, AV and ICT facilities would be provided courtesy of NWRC and again would be more than sufficient to accommodate the needs of the programme.

Agenda, Speakers and Invitations

An agenda for the Final Conference and for the final partner meetings was agreed at NWRC almost 6 weeks in advance of the Final conference and distributed to all partners for their comments and contributions.

The key challenge for the Conference would be in securing the keynote speakers for the event but they had confirmed these speakers and their arrangements and agenda topics several weeks in advance of the conference.

The agenda and planning had also to allow for suitable fluidity and problem solving/issue raising in the Partner meeting on the morning of the final meeting day. All partners worked under the guidance of NORIBIC/NWRC to ensure that the agenda allowed for all outstanding matters to be

discussed, the financial update picture to be painted and, perhaps most importantly, to allow the Independent programme evaluator to give his assessment of progress to date.

Invitation lists to include all those who participated in the programme and those from the respective partners' networks, who would be interested in the programme, were prepared by NWRC and NORIBIC and extended to all for additions and amendments. A formal invitation containing programme information and a full agenda was issued to all those agreed and included in the agreed final listings

Marketing

NORIBIC and NWRC teams worked collectively to ensure that all necessary promotional and marketing literature were ready and in order for the final conference.

A press release was prepared and agreed the week before the conference and the local press were all informed about the pending Conference through the NWRC's press department.

The teams also worked until the 11th hour to pull together all the relevant materials for the conference. Tenders were issued for the branded Delegate folders and USB pens in August 2010 and the awards made in time for all material to be produced.

On the day each delegate would be given a Branded leather bound case and USB pen with all Tee-Up logos and information.

Finally the teams agreed that all the proceedings of the day would be recorded and made available through podcasts on the Website.

Conference Day Report

The evening before and day of the Conference passed according to plan. All Partners arrived without undue problems and all were in attendance for the kick-off session of the project partner planning meeting on the morning of the Conference.

The minutes to both the partner meeting and the Conference both reflect a productive day on both accounts.

The agenda for the partners' meeting allowed all to concentrate minds on the key deliverables still to be achieved and dates and deadlines were set for these. The presentation by the project leader only served to reinforce this position.

The opportunity was taken to update all partners on the financial position of the programme and the deadlines for final claims.

Another very valuable inclusion in the morning proceedings was an update of the parallel evaluation given by the evaluator, Joe Doherty.

The Final Conference was also acknowledged as a success by all who attended and participated. While it was very satisfactory to see the Guidance Tool demonstrated in a public arena, another key benefit was to hear from those organisations such as the Unions, CMI and at a local level the Community/Voluntary sector on their experience of dealing with migrants and mobile workers. They also endorsed the potential that such a tool developed through Tee-Up might have to benefit these target groups.