

Erasmus + Project No 598241-EPP-1-2018-1-RS-EPPKA2-CBHE-JP
**Strengthening educational capacities by building competences and cooperation
in the field of Noise and Vibration Engineering
SENVIBE**

Minutes from the Workshop on Final Newsletter

Event:	Workshop on Final Newsletter
Venue:	KTH University Munin Teaching Room Tekninksringen 8, Stockholm /Sweden/
Date:	21 May 2022
Organiser(s):	UniKg (Zlatan Šoškić) and UNS (Ivana Kovačić)

List of Participants:

Miodrag Zuković and Dragi Radomirović/UNS/, Miomir Raos /UNI/, Zlatan Šoškić /UniKg/, Dragana Linda Mitić and Milica Živković /UESK/

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Agenda

- Introduction
 - Place of the activity in WP8 and relationship with other activities
 - SENVIBE newsletters
 - SENVIBE brochure
 - Final conference
 - Final newsletter
- The concept of the final newsletter
 - Content
 - Design
- Implementation
 - Task force
 - Schedule

Conclusions

- The final newsletter is a part of the activity 8.4 (Media, enrolment and promo campaigns), but is also related to the activity 8.5 (Final SENVIBE project conference with a Round Table)
- SENVIBE newsletters, as a dissemination tool has the following characteristics
 - It is a part of the activity 8.4
 - It is a periodical written information about project progress
 - It is published approximately once in six months
 - It is short, 2-4 pages in general
 - It is distributed via -mail and stakeholders' list
 - Six issues are published
 - Issue 1, Project goals and partners
 - Issue 2, Results of WP-1
 - Issue 3, Results of WP-2
 - Issue 4, Inter-project coaching / WP-8
 - Issue 5, No&Vib Hub / WP-5
 - Issue 6, Master in Noise and vibrations / WP-3

- Two more issues are to be published
 - Issue 7, LLL courses / WP-4
 - Issue 8, Overview of project results
- SENViBE brochures, as a dissemination tool has the following characteristics
 - It is also a part of the activity 8.4
 - The first is developed in summer 2019
 - Contains printed information about the project goals and partners
 - It is a long document, 28 pages long
 - It is published In English and in Serbian
 - The publication was designed by professional designers
 - The publication should be distributed by project partners
- SENViBE final conference, as a dissemination tool has the following characteristics
 - It is a separate activity 8.5
 - The event is planned to be held by the end of the project, scheduled for 6-7 October 2022
 - The final conference is concluding event of the project
 - The meeting is a ceremony
- The final newsletter should have the following concept
 - It should have a content of a newsletter, describing of project results
 - It should have a form of the brochure
 - printed
 - bilingual
 - around 20 pages
 - Publication date determined by the final conference, to be printed and distributed on 6-7 October 2022
- The content of the newsletter
 - Presentation of partners
 - Two pages
 - Left-hand side: names of partners
 - Right-hand side: emblems
 - Presentation of goals



- Two pages
 - Left-hand side: list of four SPOs
 - Right-hand side: a big image of SPO puzzle
- Two pages presentation of each WP
 - Left-hand side: results of a WP
 - Right-hand side: illustrations such as photos, graphs, figures
- Design
 - a professional designer or a team
 - Editorial board
 - 2 people from UNS – WP1/WP2/WP5/WP9
 - 1 person from UNI – WP3
 - 1 person from IOH – WP4
 - 1 person from SUPEP – WP6
 - 1 person from UESK – WP7
 - 1 person from UKG – WP8
- Schedule
 - Establishing Task force
 - 27 May 2022 (next Friday)
 - Confirmation of the concept
 - 13 June 2022 (training in Kraljevo)
 - Content creation – selection of the designer – selection of the printing house
 - 15 July 2022
 - Draft of the final newsletter
 - 9 September 2022
 - Complete design of the final newsletter
 - 23 September 2022
 - Printing of the final newsletter
 - 30 September 2022

Prepared by Zlatan Šoškic
Stockholm, 21/05/2022

"This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein".