

Proposed Cracow Agenda

Thursday 6th October

Block 1: Reviewing and Signing Off on Content

Each Partner to present feedback on:

- Insights from practical experiences of testing, and framing best practice guides
- Speak models as they have been developed and tested
- Summary of testing reviews (as per completed feedback template)
- Summary of QA reviews (as per completed QA feedback template)

Working through Final Report Implications:

- Any outstanding commitments
- Dealing with these

Block 2: Dissemination Issues

Partners to discuss final progress with regard to partner commitments regarding:

- Website translation
- Resources linked to
- Events participated in
- Other publicity or dissemination activities

Partners to view and discuss dissemination videos and finalise

Working through Final Report Implications:

- Any outstanding commitments
- Dealing with these

Block 3: Finance Issues

Overview of final report sections G1-G8, explanation of financial problems

Practical session whereby partners can bring documentation and receive support in completing their financial reporting

Friday 7th October

Block 4: Speak Workshop- Practical Next Steps Post Networks

Presentation to partners regarding:

- Programme version of Speak with examples from live programmes
- Updates to the software- new features and functionality

Roundtable Panel Discussion and Q&A Session with Speak experts

- Evaluator/ Speak Designer
- Trainer/ Facilitator
- Programme Manager/ Funder