

DISSEMINATION PLAN





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Target group

Definition: List of actors who are the objective of the dissemination plan

- **Consortium organizations:** their professionals, partners of other European projects, collaborators and clients through all external and internal activities carried out and published in social networks.
- **Members of the national steering committees**

Organization and its added value in the project	Name and role of the person	Address and mail

- **Participants** in training activities and multiplier events, specially all those involved
- **Others**.....

Dissemination Team

Definition: List of partners team who participate in the dissemination team

Tasks

1. Select a ***steering committee for each country*** (it may be the same as for the rest of the project teams)
2. Redefine ***dissemination channels and dissemination activities*** for every activity, product of project transnational and national meetings, intellectual outputs, training activities, multiplier events and will take into account all the actors.
3. Validate and complete ***dissemination schedule and activity reports***, etc....

DISSEMINATION TEAM	



Channels

- Project and partners **websites**
- **Bilateral meetings** with interested parties
- Opportunities for **submit presentations in international, national and regional events** of any of the project area.
- Partners current **reports, newsletters and press releases**
- **Social media, social networks:** TWITTER, FACEBOOK, GOOGLE+, YouTube and LINKEDIN
- **Brand and logo project**

General Dissemination Schedules

Defined by the promoter will be presented after TM1. and approved before the first Project steering committee virtual trimestral meetings and will be reviewed and updated at each transnational meeting with partners

ACTIVITIES	Months		MANAGEMENT MEETINGS		TRANSNATIONAL MEETINGS				MULTIPLIER EVENTS			INTELLECTUAL OUTPUTS		LEARNING ACTIVITIES
			A1.3 Project steering committee videoconference trimestral meetings	A1.4 National steering committee annual meetings	M1 Kick-off transnational meeting MADRID (virtual)	M2 Transnational meeting ROME	M3 Transnational meeting BRUSSELS (virtual)	M4 Final Transnational meeting BARCELONA	E1 Multiplier event BRUSSELS	E2 Multiplier event BARCELONA	WEBSITE updating	IO2 Training material	IO3 Tools and guidelines for training	Education Activities CORK
2020	M1	9												
	M2	10												
	M3	11												
	M4	12												
2021	M5	1												
	M6	2												
	M7	3												
	M8	4												
	M9	5												
	M10	6												
	M11	7												
	M12	8												
	M13	9												
	M14	10												
	M15	11												
	M16	12												
2022	M17	1												
	M18	2												
	M19	3												
	M20	4												
	M21	5												
	M22	6												
	M23	7												
	M24	8												

General Dissemination Activities

A1.3 Project steering committee videoconference trimestral meetings

Moment: every trimestral meeting in every country

Channels:

- Project and partners **websites** news.
- Partners current **reports, newsletters and press releases**
- **Project and partners Social media, social networks**
- **Education Gateway and EPALE**

Responsible: Website, social networks and European Platforms: Promotor

Other: Partners dissemination team in every country

A1.4. Annual National Steering committee meeting

Moment: after kick off TM and final TM in every country

Channels:

- Project and partners **websites** news.
- Partners current **reports, newsletters and press releases**
- **Project and partners Social media, social networks**
- **Education Gateway and EPALE**

Responsible: Website, social networks and European Platforms: Promotor

Other: Partners dissemination team in every country

M1-M4 Transnational meetings

Moment: After every transnational meeting

Channels:

- Project and partners **websites** news.
- Partners current **reports, newsletters and press releases**
- **Project and partners Social media, social networks**
- **Education Gateway and EPALE**

Responsible: Website, social networks and European Platforms : Promotor

Other: Partner coordinator in every meeting

E1-E2 Multiplier Event

Moment: Before and after every Multiplier Event

Channels:

- Project and partners **websites** news.
- Partners current **reports, newsletters and press releases**
- **Project and partners Social media, social networks**
- **Education Gateway and EPALE**

Responsible: Website, social networks and European Platforms: Promotor

Other: Partner coordinator in every event

C1. Training activity

Moment: Before and after training activity development

Channels:

- Project and partners **websites** news.
- Partners current **reports, newsletters and press releases**
- **Project and partners Social media, social networks**
- **Education Gateway and EPALE**

Responsible: Website, social networks and European Platforms: Promotor

Other: Partner coordinator of training activity

O3.2-3. Intellectual Output Results

Moment: After completion

Channels:

- Project and partners **websites** news.
- Partners current **reports, newsletters and press releases**
- **Project and partners Social media, social networks**
- **Education Gateway and EPALE**

Responsible: Website, social networks and European Platforms : Promotor

Other: Partner coordinator in every country

Dissemination Indicators and Reports for each activity

For all activities: quantitative indicators of compliance with the schedule and calendars

A1.3 Project steering committee videoconference trimestral meetings

Quantitative:

1. Project and partners websites news and visits
2. Partners current reports, newsletters and press releases and number of people in mail list
3. Project and partners Social media, social networks publications and **likes**
4. Education Gateway and EPALE publication

A.1.4 National steering committee annual meetings

Quantitative:

1. Project and partners websites news and visits
2. Partners current reports, newsletters and press releases and number of people in mail list
3. Project and partners Social media, social networks publications and **likes**
4. Education Gateway and EPALE publication

M1-4. Transnational meetings

Quantitative:

1. Project and partners websites news and visits
2. Partners current reports, newsletters and press releases and number of people in mail list
3. Project and partners Social media, social networks publications and **likes**
4. Education Gateway and EPALE publication

E1-E2 Multiplier events

Quantitative:

1. Project and partners websites news and visits
2. Partners current reports, newsletters and press releases and number of people in mail list
3. Project and partners Social media, social networks publications and likes
4. Education Gateway and EPALE publication

C1. Training activity

Quantitative:

1. Project and partners websites news and visits
2. Partners current reports, newsletters and press releases and number of people in mail list
3. Project and partners Social media, social networks publications and likes
4. Videos shared in YouTube
5. Education Gateway and EPALE publication

DISSEMINATION ACTIVITIES TEMPLATE		1	2	3	4	7
Name of Activity						
Type of activity <i>(please put a cross)</i>						
local or national meeting						
participation in a conference or event						
mailing						
organization of a conference or event						
presentation during a meeting						
press article or publication						
social media FACEBOOK						
social media TWITTER						
WEB update						
registration of the course						
EU Platforms (EPAL, School Gateway...)						
DATE						
Involved partners						
Location						
Targets groups or attendants						
sectors						
groups						
kind of institutions or organizations						
Number of participants						
Objectives of the activity						

CHECK-LIST

for each activity please attach: photos,
presentations, agenda, poster,
attendants list, evaluation sheets or
report, tracking/statistics...

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