

# $\Sigma$ eureka Clusters Sustainability Call 2022

## Guidelines for the Brokerage event





## Agenda of the brokerage event preparation session

Timing	Speaker	Description
16:00 - 16:10	Nadja Rohrbach, Xecs Director	Introduction
16:10 - 16:45	Johan van der Heide, ITEA ICT Manager	Explanation on how to use the tools and the submission portal
16:45 - 16:55	Johan van der Heide and Nadja Rohrbach	Q&A
16:55 – 17:00	Zeynep Sarilar, ITEA Chairwoman	Closing



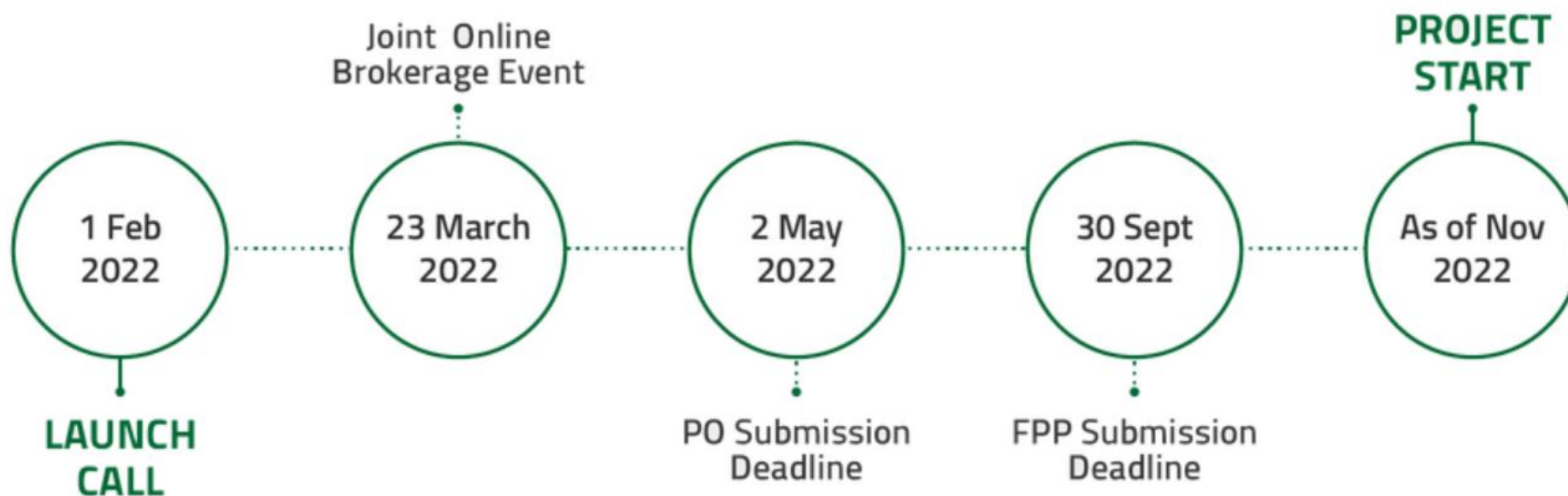
## Brokerage event preparation session Practicalities

- › Please note that the session will be recorded
- › How to participate?
  - › Please raise your question in the chat to all
  - › All questions will be answered during the Q&A session
- › The presented slides and the recording of the session will be available, maximum of 48H after the session has ended here:  
<https://eureka-clusters.eu/sustainability/brokerage-event-preparation-session.html>





# Eureka Clusters Sustainability Call Introduction



> Call website: <https://eureka-clusters.eu/sustainability.html>



# Brokerage event Goals

This event will enable you to:

- › **Learn and discuss about new project ideas with project idea initiators**, via
  - The online networking tools, i.e., the [Project idea tool](#), [partner search](#) and [break-out session scheduling tool](#)
  - Online project idea [pitches](#)
- › **Meet online with participants from all over the world to define potential projects and form initial project consortia**
  - Project idea initiators: plan and announce your online group discussion sessions via the online planning tool
  - Interested participants: participate in the online group discussion sessions, organised and executed by the project idea initiators
  - Use the partner search to find interesting participants



# Brokerage event Agenda

Timing	Speaker
09:30 CET	Welcome and Introduction
In the morning	Project idea pitch session(s)
Break	
In the afternoon	Break-out sessions
End of the day	Status update presentations, conclusions and next steps



## Brokerage event Area

- › This Brokerage area gives access, when logged in,
  - to the Project idea tool,
  - the Partner search,
  - the Brokerage event registration and information.

<https://eureka-clusters.eu/sustainability/brokerage-area.html>



## Brokerage event Project ideas

- › Place your project idea in the [Project idea tool](#)
- › The Project idea tool is the central place to present your idea, yourself, communicate with interested participants, plan and announce your workgroup session





## Brokerage event Project idea pitches

- › A project idea pitch is a short presentation ('elevator pitch') of your project idea
- › Keep it short, simple and focussed
- › Please use the [Project idea presentation template](#)
- › Maximum duration of a presentation: 5 minutes
- › Present your project idea pitch in an online session in the morning (CET) of 23 March
- › We will record the pitches and publish them afterward on the Sustainability Call website
  
- › Send your PowerPoint presentation in .pptx format (not in PDF!) to [info@eureka-clusters.eu](mailto:info@eureka-clusters.eu) latest by **Wednesday 16 March 2022**.



## Brokerage event Group discussions - preparation

- › At any time, the project idea initiator can plan an online meeting to discuss the project idea with interested participants
- › These workgroup discussions are planned and visible in the [workgroup sessions overview](#) and on the project idea page
- › Interested participants can request to join the group discussion and the project idea initiator can invite people (s)he would like to have in this meeting
- › **The project initiator is in full control of the group discussion meeting** and:
  - Should provide his/her own online video conferencing tool (MS Teams, WebEx, Zoom, ..) and provide a link to the meeting to the participants of the meeting
  - Should take care of the size of the group (be selective)



## Brokerage event Group discussions - finalisation

- › After the meeting, the project initiator should update the project idea page and report the main updates via the 'update status' button
- › If you want to present the final results of your discussions at the end of the day in the plenary session webinar, you should prepare a short presentation using the [Project Idea Status Update template](#)



## Brokerage event Closing plenary webinar session

- At the end of Eureka Clusters Sustainability Call Brokerage event we allow you to present the results of your discussions with a short discussion at the plenary webinar
- Prepare your final presentation well in advance and use the [Project idea status update template](#)
- Send your final presentation before Wednesday 23 March 15:30 CET by email to [info@eureka-clusters.eu](mailto:info@eureka-clusters.eu) mentioning the name and email of the presenter
- During the webinar you will be asked to present your results in max 5 min