

Preparation of Proposals and Management of European Education Projects under ERASMUS+

(3-5 days training and networking) 1-5 December, 2025, University of Piraeus, Athens

Address: 80, M. Karaoli & A.Dimitriou St., 18534 Piraeus

www.eaecnet.com

Agenda for the training & networking event

(Based on number of days each participant is registered for)

For emergency please call: +357-99641843 Gr. Makrides

Monday, 1 December 2025, meeting place: Events Room, Ground Floor		
		Moderatorr
09:45 – 10.00	Registration	Gr. Makrides Ch. Kontogoulidou T.Economou
10:00 – 11.30	Opening of the course-Discussion of Agenda Introduction to the course, ERASMUS+ Overview and future ERASMUS+ Structure and calls, Priorities, Objectives, Criteria	
11:30 – 11:50	Coffee break & market place set-up (participants bring sweets & photos from their country, optional)	
11.50 – 13.00	The steps of preparation of a proposal, small, medium, large scale proposals	
13:00 – 14:00	Lunch break (food delivered at meeting place)	
14.00 – 15.00	Topics: Platform access, review of proposal titles, brainstorming for ideas for new projects, linking with priorities and actions (KA2 and other, Centralized versus Decentralized actions)	
15:00 – 15:20	Coffee Break	
15.20 -16.30	Topics: Preparatory communication with partners, accession forms, partner profiles, partner tables, application forms, eligible and non-eligible activities, practical work Linking with General and Specific objectives, Other funding programmes will be presented. Networking – Partner Search(type, geographical position, expertise relevance).	

Tuesday, 2 December 2025 , meeting place: Events Room, Ground Floor		
	Moderator	
10:00 – 11:30	Topics: Preparation of a summary of a proposal, (Needs Analysis, Rational for the proposal idea, main outcomes, main activities to produce outcomes, partners involved, target groups, European added value, Impact, Dissemination, Quality Assurance) Priorities satisfied and/or EU decisions supported. Practical work: presentation of ideas Discussion and practical work	Gr. Makrides Ch. Kontogoulidou T.Economou
11:30 – 11:50	Coffee Break	
11:50 – 13:00	➤ AI tools in support of proposal writing and developing customized educational support	
13:00 - 14:00	Lunch Break	
14:00 -15.00	Review of real KA2 approved proposals. Preparation of a 2-3 years plan (TIMELINE)	
15.00-15.20	Coffee break	
15.20 – 16.30	Evaluation criteria, Progress Indicators Preparing a WP table Project management, Tools for reporting, progress reports, final reports. Problems and solutions, what to avoid, amendments, etc	
19.30	Dinner at a local Tavern (to be announced) , Individual transfers	
22.00	Individual Departures from dinner	
Wednesday, 3 December 2025 , meeting place: Events Room, Ground Floor		
	Moderators	
10:00 – 11:30	Overview of expected calls and priorities. Participants receive a code. Networking Innovation Meetings between participants	Gr. Makrides Ch. Kontogoulidou T.Economou
11:30 – 11:50	Coffee Break	
11:50 – 13:00	Discussion of initial ideas in groups to prepare them for real proposals. Market place begins: Proposal leaders begin to present their proposal ideas	
13:00 – 14:00	Lunch Break	
14:00 - 15:00	Market place, Presentation of proposals, networking for consortia members	
15.00 – 15.20	Coffee during work	
15.20 – 16.30	Plan the next steps before the proposal deadlines Awarding of certificates	

Thursday, 4 December 2025 , meeting place: Events Room, Ground Floor		
School Future Education Focus Day		
		Moderators
10:00 – 11:30	STEAME PBL Education and Learning Spaces, STEAME Teacher Path to Certification, STEAME Teacher Facilitators Academies	Gr. Makrides T. Economou
11:30 – 11:50	Coffee break	
11:50 – 13:00	STEAME PBL workshop	
13:00 – 14:00	Lunch Break	
14:00 - 15:00	KA2 School Education Networking and KA1 Mobility, EUROMATH & EUROSCIENCE Conference for school students – Information and Opportunities	
15:00 – 15:20	Coffee Break	
15.20 – 16.30	School Projects Networking	
Friday, 5 December 2025 , meeting place and starting time to be announced		
Social Activity in Athens expected to end with lunch		