

## INTERMEDIATE Meeting

Internationalization of Latin America peripheral Universities through sustainable integration and inclusive implementation of International Relations Offices:

### PONCHO

29th November to 1st December 2017

*University Federal of Minas Gerais*

Tuesday 28th November	
All day	Arrival of the participants
Wednesday 29th February	
8,30h	Pick-up at the hotel
9,00h	Welcome from the Rector of the University Federal of Minas Gerais
9,30h-10,30h	Presentation of the project results up to date-Problems found so far
10,30h-11,00h	Coffee break
11,00h-12,00h	Presentation of the intermediate report presented to the EU Commission
12,00h-13,00h	Follow up on the Financial management of the Erasmus + Grant
13,00h-14,30h	Lunch Break
14,30h-16,30h	How to fill administrative document from the Erasmus + Capacity Building Projects
20,00h-21:30	Dinner at La Palma Restaurant (International Restaurant)
Thursday 30rd November	
9,00h	Pick-up at the hotel
9,30h-11,00h	Follow up on the Dissemination of the project: web, social media, dissemination plan, activities, Committee
11,00h-11,30h	Coffee Break
11,30h-13,00h	Follow up on the Quality of the project: Quality plan, evaluation and results, Committee
13,00-14,30	Lunch
14,30h-16,00h	Presentation of next work packages and calendar
16,00h-17,00h	Doubts, questions, suggestions
20,00-21,30h	Dinner at Xapuri Restaurant (Local Food)
Friday 1 <sup>st</sup> December	
9,30h – 11,00h	Visit of UFMG
11,00h – 16,00h	Cultural Visit

