

# Sustainable Hospitality Digitalisation Toolkit

ERASMUS+ PROJECT 2021-1-LV01-KA220-VET-000033140



## 4TH TRANSNATIONAL MEETING

Riga, Latvia

AGENDA for 18.09.2023. - 21.09.2023.

Travel Days 18.09.23. and 21.09.23.

Meeting Days 19.09.2023. – 20.09.2023.

**MEETING VENUE: HOTEL SCHOOL Hotel Management College (Latvia)**

Meeting Venue Address: Smilsu 3, Riga, LV-1050, 4th floor?  
[www.hotelschool.lv](http://www.hotelschool.lv)

Meeting Host: HOTEL SCHOOL Hotel Management College (Latvia)

Project Coordinator: Olga Zvereva, [olga@hotelschool.lv](mailto:olga@hotelschool.lv), +37129670067

Recommended hotel: Wellton Riga Hotel & SPA

### PARTICIPANTS:

- HOTEL SCHOOL Hotel Management College (Latvia): Project coordinator, 3 persons
- ERHVERVSAKADEMI DANIA (Denmark): Project partner, 2 persons
- Italian Hospitality School SRL (Italy): Project partner, 2 person
- City Unity College Nicosia (Cyprus): Project partner, 1 person
- DigitalGuest APS (Sweden): Project partner, 1 person
- INERCIA DIGITAL SL (Spain): Project partner, 3 persons

The goal is to review PR4 and all results of the project, make conclusions of the projects, measure the impact of the project, discuss the results of the workshops and dissemination events, to collect data for the final report, arrange proofreading of the final OER (Open Educational Resource) versions.

**MONDAY, SEPTEMBER 18, 2023**

**Travel Day**

Arrival and check-in to the hotel.

**TUESDAY, SEPTEMBER 19, 2023**

**9:00-9:15**

Arrival, registration

**9:15-10:00**

Welcome speech by Olga Zvereva, MIB, Mg. paed., Project Coordinator, Chair of HOTEL SCHOOL Hotel Management College Council, Development Manager, Lecturer

Minutes of the meeting

Introduction to the partners by the partners – presentations; Participant list of the Project Council for monitoring the project performance

Project highlights by the Project Coordinator. Each partner presents results of their work and progress on PR4 and other details

**10:00-10:15**

Technical preparations for the Webinar 4 "Economic Benefits from Sustainable Hospitality"

**10:15-10:30**

Break

**10:30-11:45**

PR4 The Webinar 4 "Economic Benefits from Sustainable Hospitality", 1 hour plus technical 10 minutes + reserve time

**11:45-12:00**

Break

**12:00-13:00**

Project Timeline

Project Performance Plan

Project Website Domain and the Title – updates

Social Media Page (FB) –updates

Project Council proceedings

Risk Management Plan

Interim Survey No. 3 (18 months from the project start)

Information for the Interim Report No. 3 for the period 01.03.2023.- 31.08.2023. (to be submitted by 30.09.2023.)

**13:00-14:30**

Lunch and networking. 1 hour lunch, 15 and 15 min for walking

**14:30-16:00**

Project Workshops on Webinar 5 "Development of Entrepreneurial Ideas and Professional Networking"

**16:00-18:00**

Tour of Riga

**18:00**

Dinner together

## WEDNESDAY, SEPTEMBER 19, 2023

**9:30-9:45**

Arrival, registration

Participant Lists

**10:00-10:15**

Technical preparations for the Webinar 5 Webinar 5 "Development of Entrepreneurial Ideas and Professional Networking"

**10:15-10:30**

Break

**10:30-11:45**

PR4 The Webinar 5 "Development of Entrepreneurial Ideas and Professional Networking" 1 hour plus technical 10 minutes + reserve time

**11:45-12:00**

Break

**12:00-13:00**

Summary and revision of PR4, the 5 webinars

Surveys on the 5 webinars, emailing lists

**13:00-14:30**

Lunch and networking. 1 hour lunch, 15 and 15 min for walking

**14:30-15:30**

Planning the LTTA in Rome, Italy October 24, 2023 - October 28, 2023, Travel Days 23.10.2023 and 29.10.2023.

Calls, agreements with participants, travel documents, cost documents, feedback

Agenda of the workshop, Europasses

Planning the Global Cafes and revision of the proceeded Global Cafes

Translations of the PR1, PR2

Translations of the project website

Audio records of PR1, PR2, revision

Final revision of PR1, PR2, PR3 before dissemination activities

Chapters on the experiences of embedding the course by the partners

ISBN codes for the books

**14:30-15:30**

Getting ready for the dissemination activities:

Planning the dissemination conferences:

- Participant Lists for the Conference Attendees
- Online registration for the ONLINE participants
- Leaflets for social media
- Copies of cost invoices for the dissemination events
- Reports on the dissemination events
- Agendas for the dissemination conferences
- Survey feedback after each dissemination event
- Certificates of participation
- Certificates of attendance

- ONLINE dissemination conference October 06, 2023 (Spain, Huelva, 100 online participants)
- FACE-TO-FACE dissemination conference October 27, 2023 (Italy, Roma, 40 face-to-face participants)
- ONLINE dissemination conference January 05, 2024 (Sweden, 100 online participants)
- FACE-TO-FACE dissemination conference January 17, 2024 (Latvia, Riga, 40 face-to-face participants)
- FACE-TO-FACE dissemination conference January 23, 2023 (Denmark, Randers)
- FACE-TO-FACE dissemination conference January 30, 2024 (Cyprus, Nicosia)

Target Groups: Hospitality VET Programme Leads, Educators, Learners, Potential Learners, Hospitality Professionals.

**15:30-16:00**

Getting ready for the final report and closure of the project

- Key performance indicators
- Publications
- Dissemination Reports

Final Report:  
Revision 1  
Draft 2  
Revision 2  
Final version

Scheduling next online meetings

**16:00-18:00**

Issuing Certificates of participation

Surveys about the meeting

**18:00**

Dinner together (optional)

**THURSDAY, SEPTEMBER 21, 2023**

**Travel Day**

Travelling home