



ICTeEfs



SUPPLEMENT TOOLKIT FOR DISSEMINATION, VALORISATION, SUSTAINABILITY AND EXPLOITATION

Dissemination methods to be used and related activities concern:

- T1 Logo and banner
- T2 Preparation of a website of the project
- T3 A project presentation brochure-leaflets
- T4 Publications
- T5 Congresses and conferences
- T6 Organisation of national workshops
- T7 Organisation of an international conference
- T8 Social/printed media
- T9 Press releases Flyers
- T10 Articles in popular press
- T11 Videos
- T12 Media briefings
- T13 Presentations
- T14 Exhibitions

The ICTeEfS Dissemination Table

Month Period	Deliverable (D)/Tool (T)	Actions	Target groups	Goals/Objectives	Means/ Methods	Leading partner	Stage of implementation
M1-M3							
M4-M6							
M7-M9							
M10-M12							
M13-M15							
M16-M18							
M19-M21							
M22-M24							
M25-M27							
M28-M30							
M31-M33							
M34-M36							
M37-M39							
M40-M42							
M43-M45							
M46-M48							

MONITORING AND QUALITY ASSURANCE: A TEMPLATE FOR FORMATIVE AND SUMMATIVE ASSESSMENT OF THE DISSEMINATION RESULTS AND THEIR EXPLOITATION

Name of the project: ICTeEfS	
Assessment Team (name and e-mail)	
In what ways did your partner institution and stakeholders participated in the project?	Provide the methods for partner and stakeholder participation ()
Project activities/results which have been disseminated and exploited	Target groups for dissemination
1.	
2.	
3.	
4.	
5.	
6.	

7.	
... (add more lines if needed)	

Assessment of the disseminated activities/results	What was the outcome and for whom? (e.g. No reached etc.)	National /International (Reached countries & used languages)	Responsible partner	When in time? (Date/period or frequency)
Activity 1				
Activity 2				
Activity 3				
Activity 4				
Activity 5				
Activity 6				
Activity 7				

..... Add				
Overall assessment and recommendations				

The ICTeEfS Dissemination Template

ICTeEfS DISSEMINATION ACTIVITIES					
		Partner University			
No	Event*	Date	Place	Target**	Outcomes***

* Any type of event such as training workshop, meetings, website, media/press releases, briefings, mailing lists, newsletters, etc.

** To whom the event was addressed?

*** Describe shortly what has been achieved, giving quantitative and qualitative information

Dissemination timetable

The following example is a table that may illustrate the dissemination activities of the project based upon a month-by-month delivery schedule

Activity	Month																																			
	1 - 12												13 - 24												25 - 36											
	Red	Red										Red	Red											Red	Red											
	Yellow	Yellow										Yellow	Yellow											Yellow	Yellow											

Template for registering and summarising the workshops used for dissemination purposes.

Date	Workshop	Type	Place	Audience	Reference

LIST OF SCIENTIFIC PUBLICATIONS				
No	Title of publication	Author(s)	Title of periodical/proceedings/book	Vol., No., Pages, Year, Publisher/Editors