

## Final report: keys to success

|                        |   |
|------------------------|---|
| Duration               | 60 min  |
| Session objectives     | To know the KA 1 individual and organizational final report forms;<br>To understand what is required in each field. |
| Nr of Facilitator(s)   | 1   |
| Nr of Participants     | Up to 30  |
| Room requirements      | Enough space to work groups of 6 participants   |
| Supplies and equipment | Movable seats and tables, video projector   |
| Materials              |   |
| Handouts               | Final reports examples  |
| Références             | <a href="https://webgate.ec.europa.eu/cas/login">https://webgate.ec.europa.eu/cas/login</a>                         |

### Description

*Include Instructions facilitators, step by step description, time schedule*

| Duration | Instructions   |
|----------|--|
| 45 min   | Split the group into three. Provide each one with a set of completed KA 1 individual and organizational final reports forms. Each group analyses what is written, and what it means in terms of feedback from the participants ; what needs to be reported as impacts and dissemination. |
| 15 min   | Compare the groups' work, and to discuss it with the trainer.  |