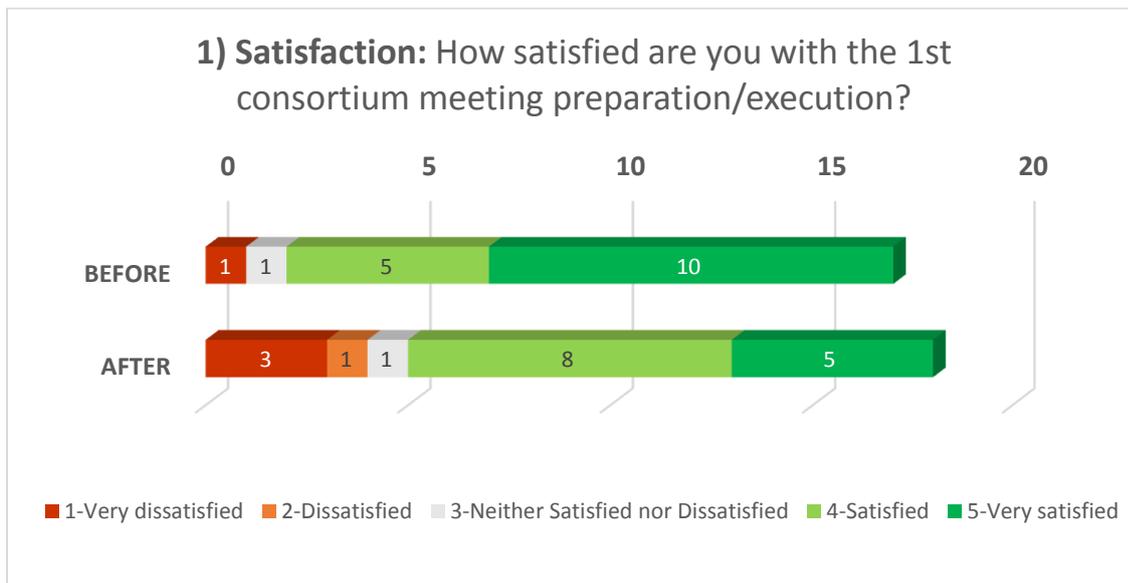**Report**

Introduction

The 1st IN2IT consortium meeting took place on 3-5 November 2015 in ORT Braude College, Karmiel, Israel.

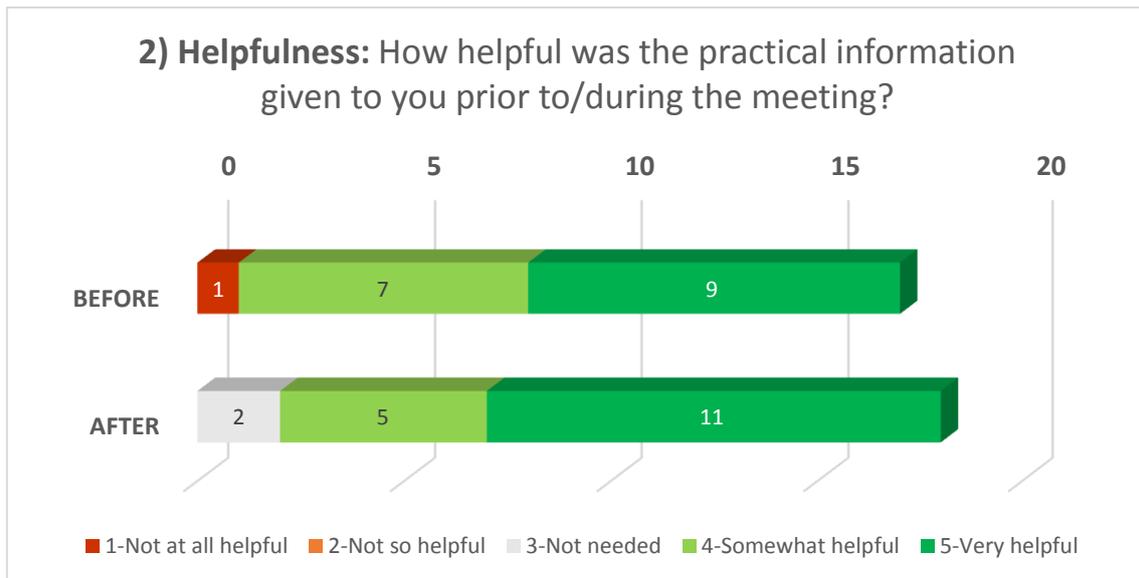At the 1st consortium meeting, there were about 40 attendees.

The University of Montpellier has collected 17 "Before meeting surveys" and 18 "After meeting surveys". Less than 50 % of attendees have completed the surveys, thus this report expresses only the point of view of half of the attendance.
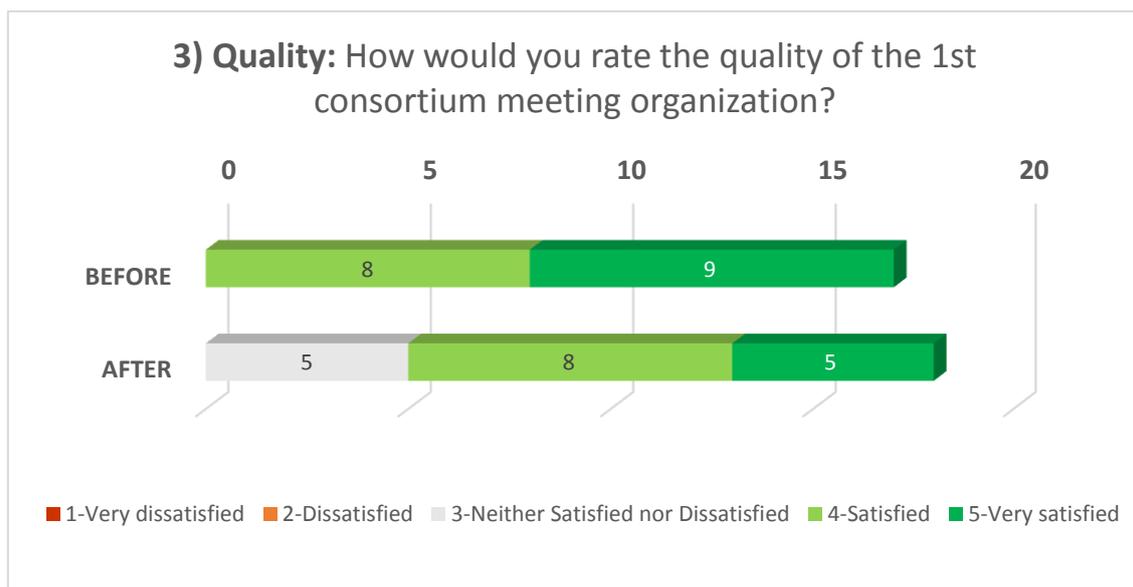
I. Before – After meeting surveys comparison

Most of questions in the Before and After meeting surveys were similar in order to be able to evaluate the evolution due to the meeting execution.

1) Satisfaction: How satisfied are you with the 1st consortium meeting preparation/execution?

	BEFORE	AFTER
1-Very dissatisfied	1	3
2-Dissatisfied		1
3-Neither Satisfied nor Dissatisfied	1	1
4-Satisfied	5	8
5-Very satisfied	10	5

It appears that after the meeting, more people are very dissatisfied or dissatisfied (from 1 to 4), and less are Satisfied or Very satisfied (from 15 to 13). This report will try to analyze the suggestions that could improve the next meetings.

2) Helpfulness: How helpful was the practical information given to you prior to/during the meeting?

BEFORE	1 / 7 / 9	
AFTER	2 / 5 / 11	

■ 1-Not at all helpful ■ 2-Not so helpful ☐ 3-Not needed ■ 4-Somewhat helpful ■ 5-Very helpful
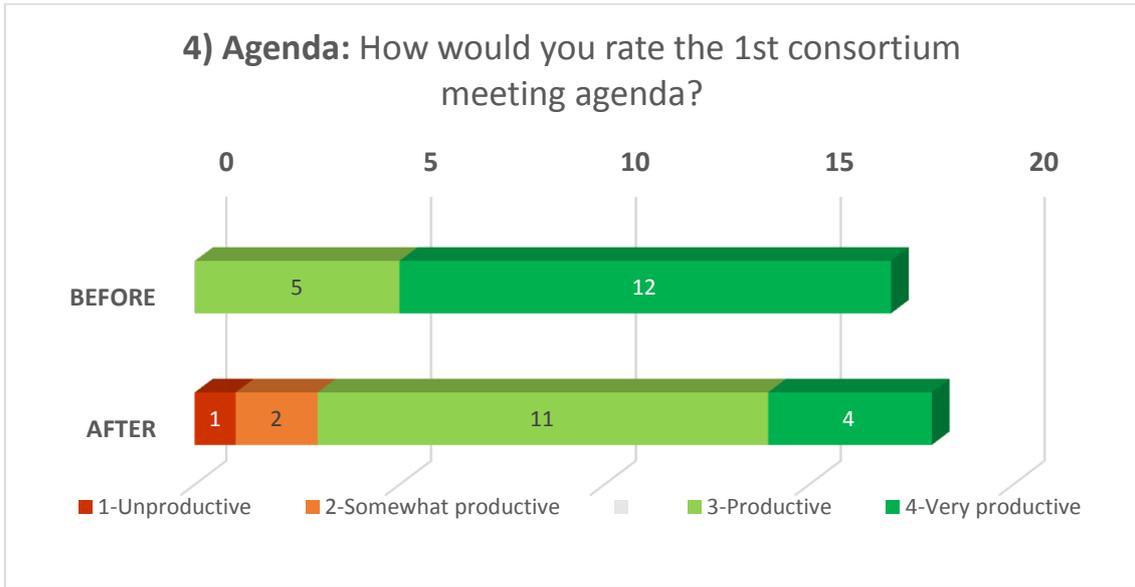
The practical information given to the attendees prior to the meeting was helpful, and the information given during the meeting was even more helpful.
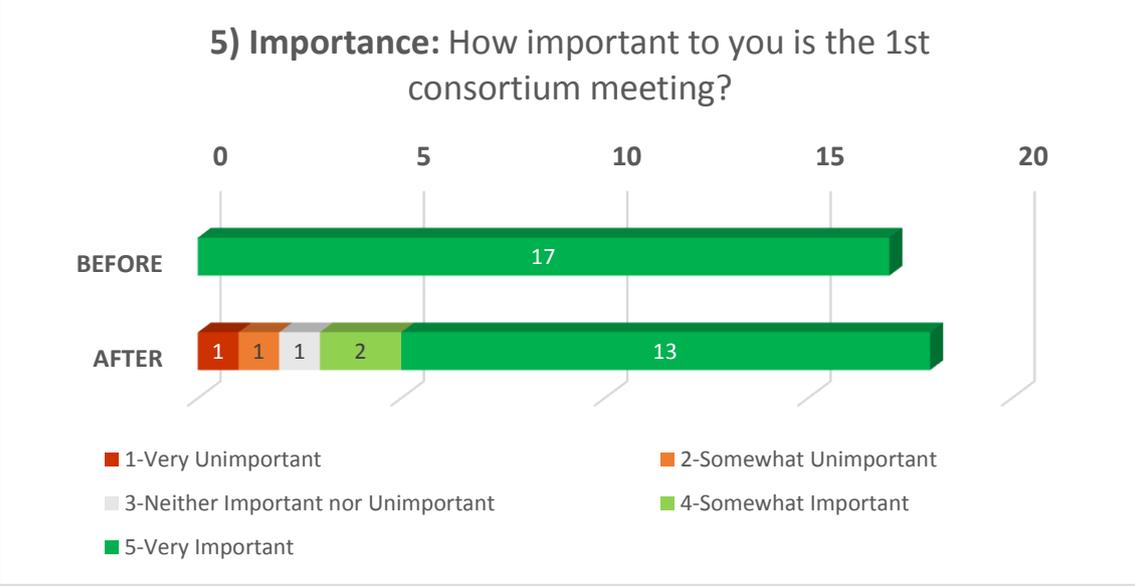
3) Quality: How would you rate the quality of the 1st consortium meeting organization?

BEFORE	8 / 9	
AFTER	5 / 8 / 5	

■ 1-Very dissatisfied ■ 2-Dissatisfied ☐ 3-Neither Satisfied nor Dissatisfied ■ 4-Satisfied ■ 5-Very satisfied

No one was very dissatisfied nor dissatisfied by the meeting organization, but it appears not to be at the expected quality level of the attendees.

4) Agenda: How would you rate the 1st consortium meeting agenda?

| | 0 | 5 | 10 | 15 | 20 |

BEFORE: 5 (3-Productive), 12 (4-Very productive)

AFTER: 1 (1-Unproductive), 2 (2-Somewhat productive), 11 (3-Productive), 4 (4-Very productive)

Legend:
- 1-Unproductive
- 2-Somewhat productive
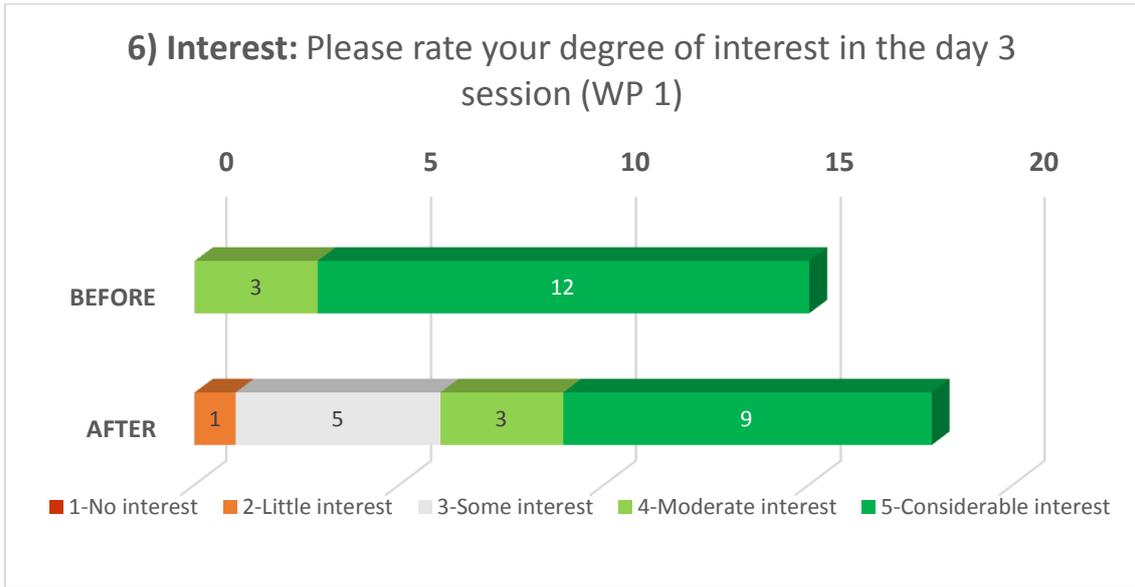- 3-Productive
- 4-Very productive

The agenda of the meeting was known by everyone before the meeting, it was accepted and agreed by everyone, however few people (3) feel that it was not productive, and most of the people considered that was less productive than expected.
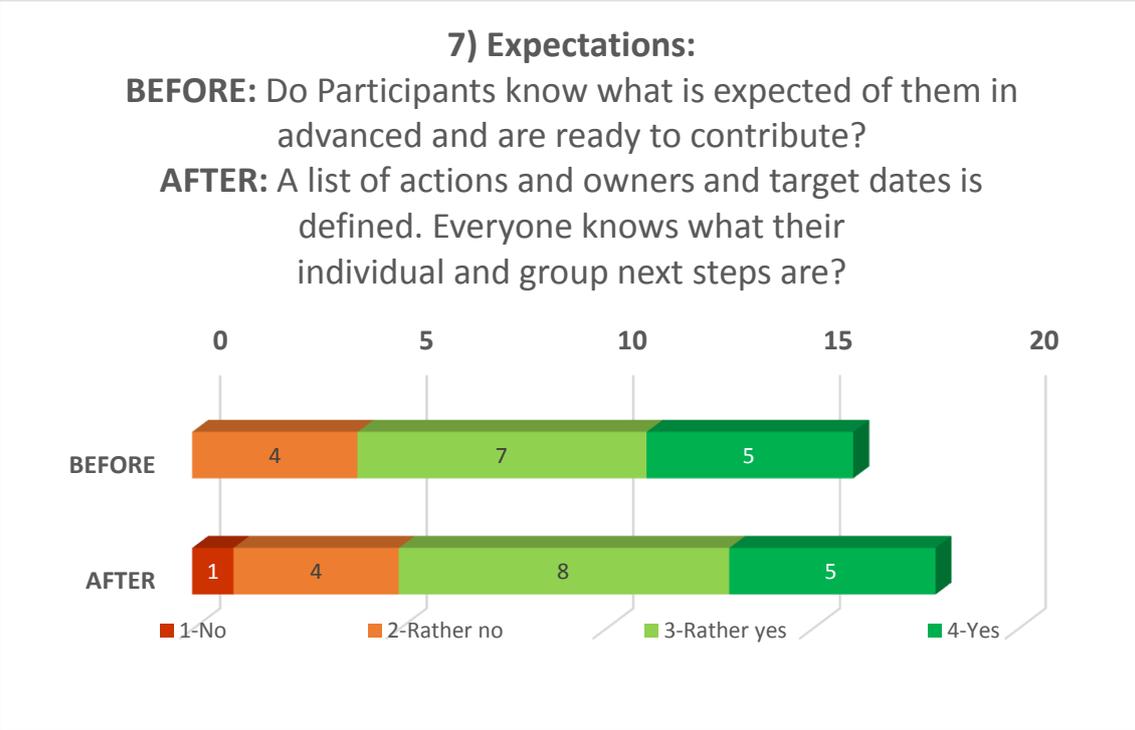
Either the agenda met the expected timetable, then the use of the time was not totally appropriate, or the agenda was not met so people feel unconfortable and did not approved the agenda modification.

5) Importance: How important to you is the 1st consortium meeting?

| | 0 | 5 | 10 | 15 | 20 |

BEFORE: 17 (5-Very Important)

AFTER: 1 (1-Very Unimportant), 1 (2-Somewhat Unimportant), 1 (3-Neither Important nor Unimportant), 2 (4-Somewhat Important), 13 (5-Very Important)

Legend:
- 1-Very Unimportant
- 2-Somewhat Unimportant
- 3-Neither Important nor Unimportant
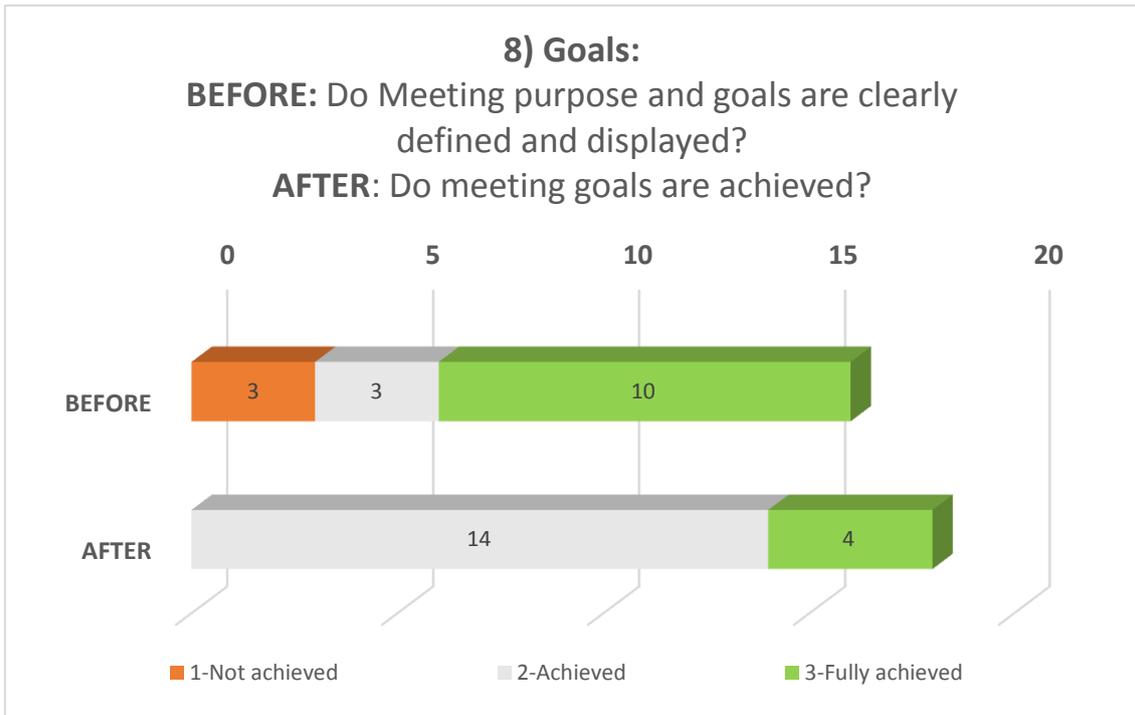- 4-Somewhat Important
- 5-Very Important

It clearly appears that many people considered the importance of the meeting higher before than after the meeting. This suggests that attending the meeting was not necessary, and may be the information collected by attendees was not the information they were looking for.

6) Interest: Please rate your degree of interest in the day 3 session (WP 1)

	0	5	10	15	20
BEFORE	3	12			
AFTER	1	5	3	9	

■ 1-No interest ■ 2-Little interest ■ 3-Some interest ■ 4-Moderate interest ■ 5-Considerable interest
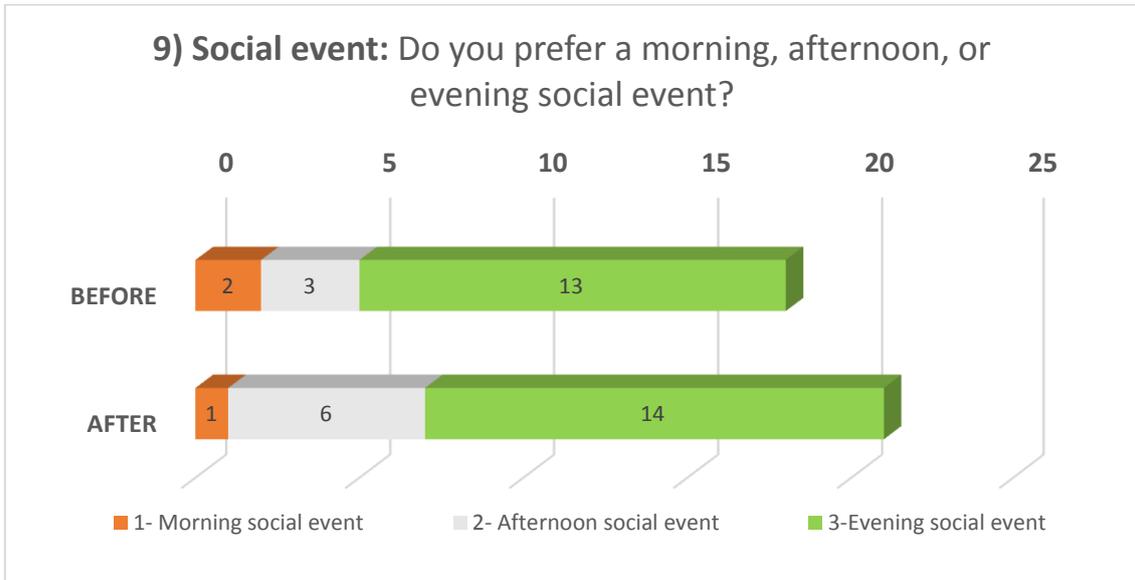
Meeting duration are already planned in the project description, however it appears that 3-day meeting is not optimal. To take this comment into account, it could be good to plan optional session on the third day.

7) Expectations:

BEFORE: Do Participants know what is expected of them in advanced and are ready to contribute?
AFTER: A list of actions and owners and target dates is defined. Everyone knows what their individual and group next steps are?

	0	5	10	15	20
BEFORE	4	7	5		
AFTER	1	4	8	5	

■ 1-No ■ 2-Rather no ■ 3-Rather yes ■ 4-Yes

The expectation levels are quiet identical before and after, it would be good to briefly present the expectation at the beginning of the meeting to increase the number of "Yes" answer.

8) Goals:
BEFORE: Do Meeting purpose and goals are clearly defined and displayed?
AFTER: Do meeting goals are achieved?

BEFORE	3 / 3 / 10	
AFTER	14 / 4	

Legend: ■ 1-Not achieved   ■ 2-Achieved   ■ 3-Fully achieved
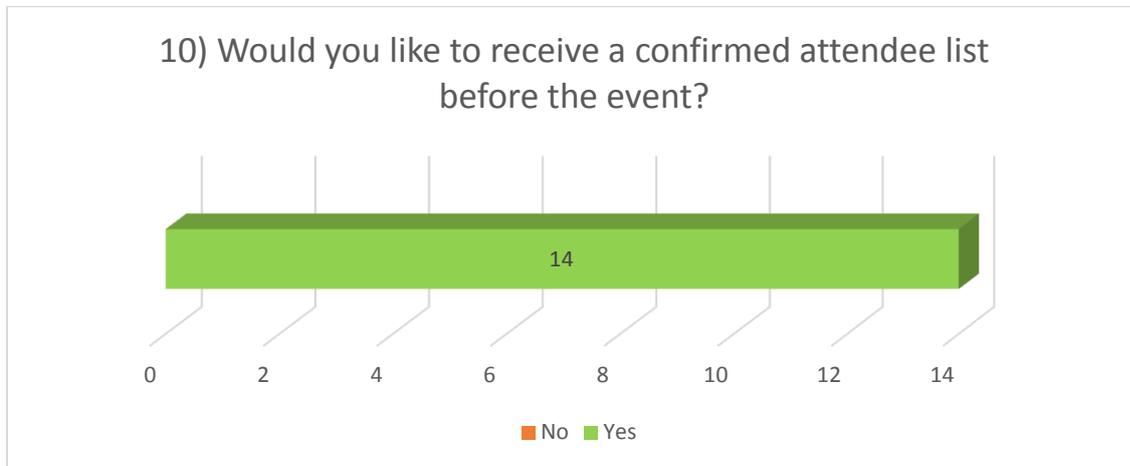
Most of people think that goals are Achieved or Fully achieved. It is a unanimous though after the meeting. This means that the meeting was productive. It will be confirmed by answers to the questions n°4B.

9) Social event: Do you prefer a morning, afternoon, or evening social event?

BEFORE	2 / 3 / 13	
AFTER	1 / 6 / 14	

Legend: ■ 1- Morning social event   ■ 2- Afternoon social event   ■ 3-Evening social event

Most people prefer an evening social event; this is confirmed after the meeting. Some people would like an afternoon social event. The most appropriate seems to be late in the afternoon: 4:00 pm to 7:00 pm.

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II. **Others questions**

In the after meeting survey, some specific questions were asked to better understand possible discrepancies observed before and after the meeting.
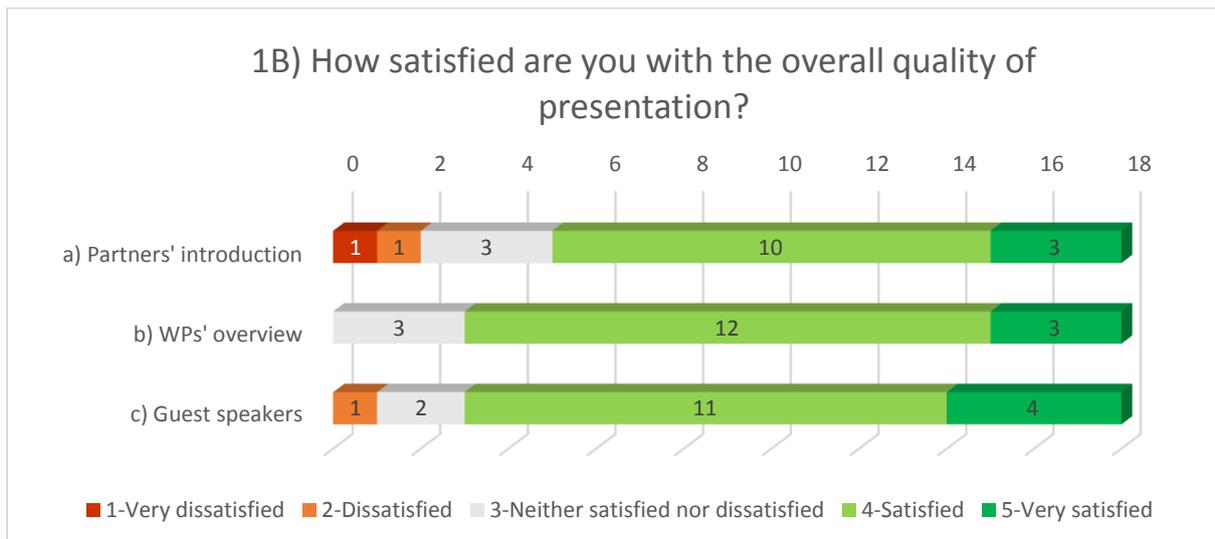

10) Would you like to receive a confirmed attendee list before the event?

14

0   2   4   6   8   10   12   14

■ No ■ Yes

Whenever possible, the project coordinator should send the attendee list before the meeting.

11) Do you have any suggestions or comments?

"No more than 2-day meeting."

This comment confirms the conclusion given for the question n°6.

1B) Presentations: how satisfied are you with the overall quality of presentation?

1B) How satisfied are you with the overall quality of presentation?

0   2   4   6   8   10   12   14   16   18

a) Partners' introduction — 1 | 1 | 3 | 10 | 3

b) WPs' overview — 3 | 12 | 3

c) Guest speakers — 1 | 2 | 11 | 4

■ 1-Very dissatisfied ■ 2-Dissatisfied ■ 3-Neither satisfied nor dissatisfied ■ 4-Satisfied ■ 5-Very satisfied

Most of people are satisfied by the quality of presentations.

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6

1B) d. Do you have any comments about this specific item?

"The partner introductions were very informative an essential, if long. I would suggest looking at using the PechaKucha method to better control the exuberance of the participants."

"Some of the presentations were too long."

"Unluckily I was present only on the first day and thus my review is lacking a lot. Mainly the WP's Review - to which I had to replay something as there is no N/A option. Please disregard answers 4A, 4B, 5 and 6- the system required me to specify something and there was no N/A option."

"I felt too much time was spent on introductions. Perhaps given the number of partners, and the fact that many already knew one another, the introductions could have just been around the table and more detailed information on institutions provided as a booklet or as a poster session."
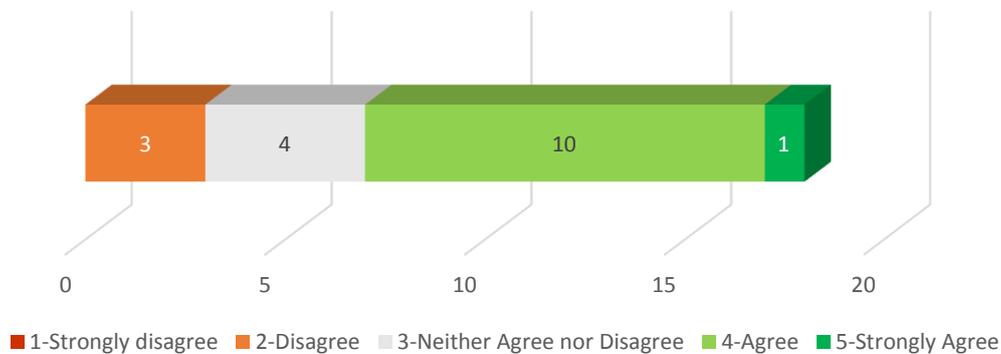
"The overview was also a bit long and given that people do not really know the project well yet, perhaps it would have been more productive for Vered to give a general overview and allow WP leaders to make comments and give everybody a chance to express ideas or raise questions."

"I found the guest speakers did not make much of a contribution. The only one I really l liked was the one on Arab minorities. He was the only one who knows how to engage an audience and start a conversation. The others were long PPT presentations and not very innovative at all!"

"Most presentation slides needed design improvements - too much text, bright colors etc. Some speakers went into details which were irrelevant and burdensome. Dr. Shapira's lecture was interesting in the beginning and in a few other points but promised more than fulfilled. Prof. Guri-Rosenblit was very interesting and relevant."
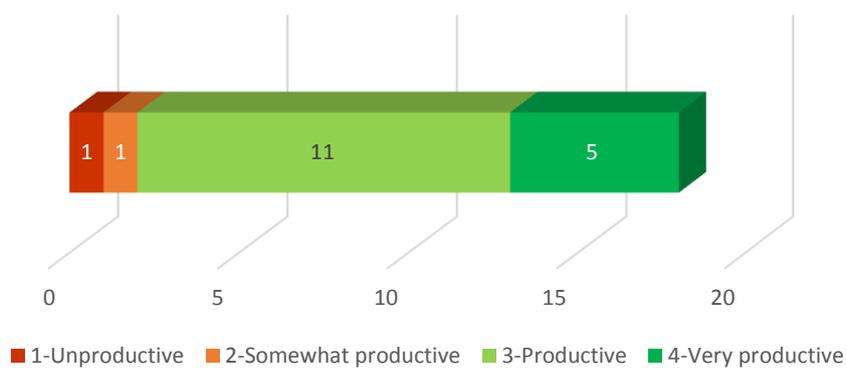
"I think that the partners' introduction should be more flexible, creative and enable us to know each other in different and interesting way. It was difficult to listen to these presentations one after the other. "

3B) **Time distribution: Punctuality:** Meeting starts and ends on time. Segments run remarkably close to budgeted time.

3	4	10	1

■ 1-Strongly disagree ■ 2-Disagree ■ 3-Neither Agree nor Disagree ■ 4-Agree ■ 5-Strongly Agree

The time distribution should be improved. More details about what expect attendees regarding this topic should be included in the next surveys to optimize the time distribution.

4B) **Productiveness:** How would you rate the overall productiveness of the meeting?

1	1	11	5

■ 1-Unproductive ■ 2-Somewhat productive ■ 3-Productive ■ 4-Very productive

The meeting was Productive for a large majority of people.
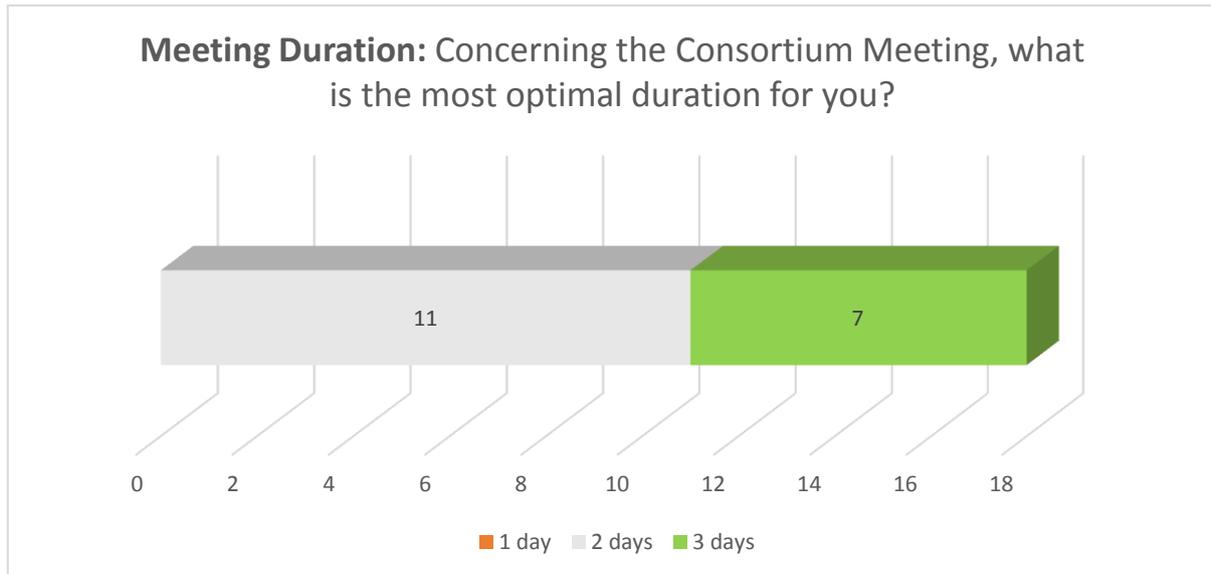
Meeting Duration: Concerning the Consortium Meeting, what is the most optimal duration for you?

Many meeting are already scheduled but it would be good to adapt the timetable so that optional sessions take place on the third day.

11) Please list suggested social activity you would like to do at the next consortium meeting:
- Dinner if it's in the evening.
- Cultural tour in the city if it's during the day (morning or afternoon)
- Karaoke
- Presenting difficulties of the participators in achieving internationalization.
- It depends where we are but it is always nice to do something to discover the area. If there is nothing special, then a nice dinner.
- Bowling
- Music with/without coffee…
- No suggestions, the host university should propose
- Cultural event
- A sight-seeing tour in the area
- Tour not only of the campus but of the area
- Social event with something that is unique to the place.

Most attendees want a cultural social event, like a city sight seeing.

12) Do you have any suggestions or comments about ways in which we can make our meetings more productive?

- "less ppt presentations, more discussions.
- group discussions and réflexions
- No, many thanks for all the work you are doing.
- actually work on one of the WPs--outline it.
- using online tools to view outcomes from workshop
- Smaller team meetings with specified partners - feeding into the main consortium.
- clear definition of expected outcomes
- work in small groups according to topics
- Dissemination of the material for the future meeting using the site
- Send a list of participants prior to the meeting
- I think we have to move away from long days of ppt presentations. People cannot concentrate and it is repetitive.
- More activities in groups, such as the last one we had for WP1.
- To get more to know the hosting city, university, people
- To have more practical activities and less frontal presentations
- If the issue is around information people can fill a form and the organizers can introduce just highlights - like common and unique factors. I felt very passive and bored in the meeting.
  Does anyone remember how many students or programs are in the organizations...does it really matter???

Suggestions for the next meetings

It would be good to briefly present the expectations at the beginning of the meeting.

Meeting duration is already planned in the project description, however it appears that 3-day meeting is not optimal. Many meeting are already scheduled but it would be good to adapt the timetable so that optional sessions take place on the third day.

Either the agenda met the expected timetable, then the use of the time was not totally appropriate, or the agenda was not met so people feel unconfortable and did not approved the agenda modification. If possible, it would be good to improve partners' interaction with, for example roundtables. The time distribution should be improved. More details about what expect attendees regarding this topic should be included in the next surveys to optimize the time distribution.

Whenever possible, the project coordinator should send the list of participants before the meeting.

Most people prefer an evening social event; this is confirmed after the meeting. Some people would like an afternoon social event. The most appropriate seems to be late in the afternoon: 4:00 pm to 7:00 pm.

Finally, about 40 persons were present at the 1rst Consortium Meeting and only 17-18 participants have completed the surveys. The participation at the survey is very important and it should be increased.