



EVENT REPORT TEMPLATE (Annex H to Quality Control and Monitoring Manual)

This template has to be filled by project partners (organisers) for all IF4TM events (except SC meetings). Furthermore, this template can be used to inform colleagues and partners about other events attended (promoting IF4TM). In the second case please just fill in the first page and delete the chapters thereafter.

| | |
|--|---|
| Author: | Vesna Raskovic Depalov |
| Event Title: | Business model development |
| Event Date: | 14.05.2018. |
| Event Venue: | BINS, Novi Sad, Vojvodjanskih brigade 28. |
| Type of event: (National, international, press conference, promotional event etc.) | Training |
| Short description: | |
| <p>The students had been introduced with the business model concept. At the beginning, they introduced to each other business idea. After that, they went through 7 elements of business model, starting with target customers up to key resources. During presentation of each element of the business model, the students were informed about the content and domestic examples, and after that they implemented in own business idea.</p> | |
| Organiser(s): | UNS |
| Agenda: | http://www.if4tm.kg.ac.rs/news/first-training-for-participants-in-competition-for-best-student-idea-university-of-novi-sad.html |
| Total number of participants: | 9 |
| Links to further information: | http://www.if4tm.kg.ac.rs/news/first-training-for-participants-in-competition-for-best-student-idea-university-of-novi-sad.html |
| Other personal remarks: | |

EVENT ORGANISATION DETAILS

| | |
|---|-------------|
| Invitation was sent off to participants on: | 05.05.2018. |
| Information Material was sent off to participants on: | 05.05.2018 |
| Date of Initial Participant List Compilation: | 05.05.2018 |
| Date of Final Participant List Compilation: | 05.05.2018. |
| Total Number of Participants Invited | 20 |
| Date of Agenda Finalisation: | 10.05.2018. |



Problems encountered during the event preparation phase

N/A

EVENT ROLLOUT

Final Event Agenda + Participant list

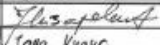
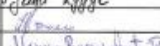
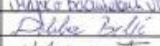



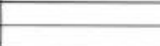
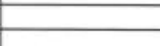

Agenda BUSINESS MODEL DEVELOPMENT 14.05.2018.

| | |
|---------------|---|
| 10.00 – 11.00 | Ni jedan biznis plan ne preživi kontakt sa KUPCEM! Preživi samo POSLOVNI MODEL |
| 11.00 – 11.15 | Pauza za kafu |
| 11.15 – 12.00 | Razmišljajte o alternativnim mogućnostima |
| 12.00 – 12.15 | Pauza za kafu |
| 12.15 – 13.00 | Vaša poslovna ideja je samo skup hipoteza |
| 13.00 – 13.15 | Pauza za kafu |
| 13.15 – 14.00 | Nemojte da gradite kompaniju dok ne potvrdite poslovni model |

Participant list:



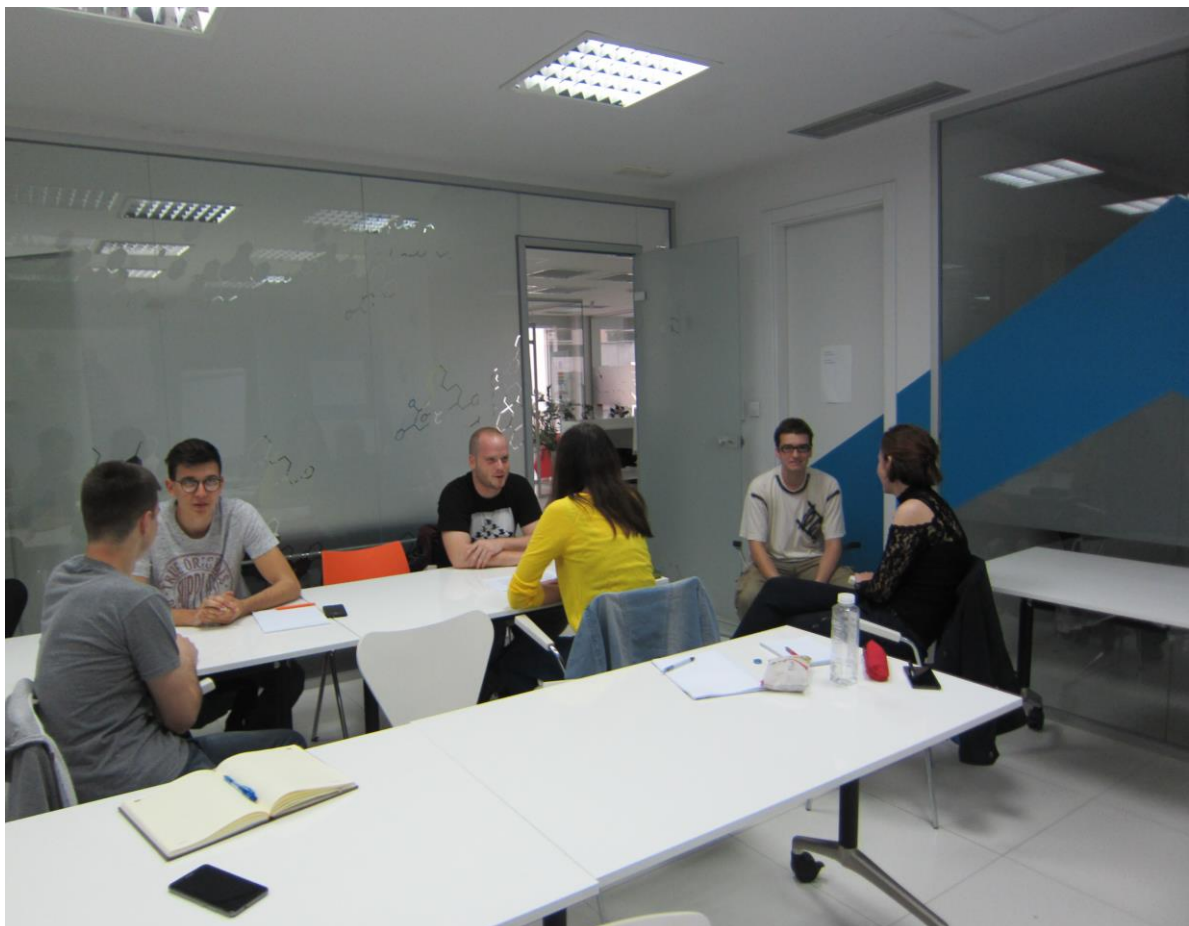
| | |
|-------------|---------------------------------------|
| Event: | TRAINING „BUSINESS MODEL DEVELOPMENT“ |
| Venue: | BINS |
| Date: | 14.05.2018. |
| Organisers: | UNIVERSITY OF NOVI SAD |

| | Name | Organisation | e-mail | Phone number | Signature |
|----|--------------------------|--------------|--------------------------------|----------------|--|
| 1 | Jovana Lazarević | | jovana.lazarevic@unns.ac.rs | |  |
| 2 | Jana Kijac | | janakijac1998@gmail.com | 065/90 70 85 # |  |
| 3 | Milan Petrović | OTA | milan.petrovic@ota.rs | 06 41881-66-88 |  |
| 4 | Mario Bozovic Tomic | FTM | mario.bozovic.tomic@ftm.rs | 065/312-3360 |  |
| 5 | Delibor Belic | | deliborbelic@unns.ac.rs | 065/1222-352 |  |
| 6 | Marija Mogeni | FTM | marijomogeni95@gmail.com | 0648623576 |  |
| 7 | Aleksandar Pavlović | FTM | aleksandar.pavlovic@ftm.rs | 06512512871 |  |
| 8 | Dr. Jasmin Radisavljević | FTM | radisavljevic.jasmin@gmail.com | 065/122-3430 |  |
| 9 | Dragana Ruzic | FTM | dragana.ruzic@ftm.rs | |  |
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161 183 611



Photos:





EVENT EVALUATION BY PARTICIPANTS

Summary of the Participant Feedback Form

Results to be filled by organisers based on the questionnaire results. Please note: insert only the overall percentage of all feedback forms received (e.g. participants total number=30; 15 of them were most satisfied and 15 of them satisfied – please include 50% in the column most satisfied and 50% in the column satisfied.)

| | Most satisfied | Satisfied | Moderately satisfied | Rather dissatisfied | Not at all satisfied |
|----------------------------------|----------------|-----------|----------------------|---------------------|----------------------|
| The event administration | | | | | |
| The structure of the programme | | | | | |
| The venue and facilities | | | | | |
| The presentations | | | | | |
| The discussions | | | | | |
| The event dinner and subsistence | | | | | |

| | Strongly agree | Agree | Neutral | Disagree | Strongly disagree |
|--|----------------|-------|---------|----------|-------------------|
| The information I got will be of immediate use to me. | | | | | |
| This event covered to a very high extent the topics I have expected. | | | | | |
| I enjoyed the cooperation and interaction with the other participants. | | | | | |
| My expectations about this event were met or exceeded. | | | | | |
| The materials distributed are useful and informative. | | | | | |
| The discussions were relevant for the participants. | | | | | |
| The methods of working were suitable for the topics and for the participants. | | | | | |
| The overall organisation was professional. | | | | | |
| The time management was always to my fullest satisfaction. | | | | | |
| The style and level of communication between organisers and participants was professional. | | | | | |
| I would recommend this kind of event to my colleagues. | | | | | |

| | |
|--|---|
| Prior Experience of Similar Events – Overall % | Please fill in the overall percentage of participants with prior experience of similar events |
|--|---|

Strengths and limitations of the event: please include comments received



| | |
|---|---|
| Strengths of the event and contributions or activities enjoyed by participants: | <ul style="list-style-type: none">• xx• xx |
| Suggestions for the improvement: | <ul style="list-style-type: none">• xx• xx |
| Any further comments | <ul style="list-style-type: none">• xx• xx |

to be filled by local partner

Please add the following additional information here

- Charts of the statistical figures from the tables above (pie or bar charts);
- Any further comments concerning the feedback you received by the workshop participants

Lessons learned

(Please fill in using bulleted text, e.g.

- *A*
- *B*
- *C etc.)*

Additional comments

May be filled by any of the organising partners

Please add in any other comments concerning the preparation and organisation of this event:



EVENT REPORT TEMPLATE (Annex H to Quality Control and Monitoring Manual)

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| | |
|---|---|
| Author: | Vesna Raskovic Depalov |
| Event Title: | Business model validation |
| Event Date: | 18.05.2018. |
| Event Venue: | BINS, Novi Sad, Vojvodjanskih brigade 28.. |
| Type of event: (National, international, press conference, promotional event etc.) | Training |
| Short description: | |
| <p>The students were informed with basic concept of product, sales and market orientation through examples. Also, they got information how to define market size, market potential, etc. They saw what the steps in market understanding are and how to interview potential customers. During that process, the students had the chance to practice its capabilities in market research. The training ended with value proposition definition and the students practice also that on own business idea.</p> | |
| Organiser(s): | UNS |
| Agenda: | http://www.if4tm.kg.ac.rs/news/second-training-for-participants-in-competition-for-best-student-idea-university-of-novi-sad.html |
| Total number of participants: | 8 |
| Links to further information: | http://www.if4tm.kg.ac.rs/news/second-training-for-participants-in-competition-for-best-student-idea-university-of-novi-sad.html |
| Other personal remarks: | |
| ppt | |

EVENT ORGANISATION DETAILS

| | |
|---|-------------|
| Invitation was sent off to participants on: | 10.05.2018. |
| Information Material was sent off to participants on: | 10.05.2018 |
| Date of Initial Participant List Compilation: | 10.05.2018 |
| Date of Final Participant List Compilation: | 10.05.2018 |
| Total Number of Participants Invited | 20 |
| Date of Agenda Finalisation: | 15.05.2018. |



Problems encountered during the event preparation phase

N/A

EVENT ROLLOUT

Final Event Agenda + Participant list









Agenda BUSINESS MODEL VALIDATION 18.05.2018.

| | |
|---------------|---|
| 10.00 – 11.00 | Proizvodna vs tržišna orijentacija Ključni tržišni termini |
| 11.00 – 11.15 | Pauza za kafu |
| 11.15 – 12.00 | Etape u razvoju start up |
| 12.00 – 12.15 | Pauza za kafu |
| 12.15 – 13.00 | Odakle da počnete |
| 13.00 – 13.15 | Pauza za kafu |
| 13.15 – 14.00 | Opis vrednosti za kupce |

Participant list:



| | |
|-------------|--------------------------------------|
| Event: | TRAINING „BUSINESS MODEL VALIDATION“ |
| Venue: | BINS |
| Date: | 18.05.2018. |
| Organisers: | UNS |

| | Name | Organisation | e-mail | Phone number | Signature |
|----|---------------------|--------------|----------------------------|--------------|---|
| 1 | Miroslav Petrović | FTB | miroslav.petrovic@ftb.rs | 911/611-6674 |  |
| 2 | Đelko Kobić | FTU | delko.kobic@ftu.rs | 065/3227-352 |  |
| 3 | Gojdan Todorović | FTH | gojdan.todorovic@ftn.rs | 069/610145 |  |
| 4 | Žilka Kocić | FTH | zilkakoci@ftn.rs | 065/900067 |  |
| 5 | Đorđe Petrović | FTH | dzordje.petrovic@ftn.rs | 064/619350 |  |
| 6 | Gojdan Petrović | FTU | gojdan.petrovic@ftu.rs | 065/3227-352 |  |
| 7 | Miroslav Petrović | FTU | miroslav.petrovic@ftu.rs | 065/3227-352 |  |
| 8 | Aleksandar Petrović | FTU | aleksandar.petrovic@ftu.rs | 065/3227-352 |  |
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EVENT EVALUATION BY PARTICIPANTS

Summary of the Participant Feedback Form

Results to be filled by organisers based on the questionnaire results. Please note: insert only the overall percentage of all feedback forms received (e.g. participants total number=30; 15 of them were most satisfied and 15 of them satisfied – please include 50% in the column most satisfied and 50% in the column satisfied.)

| | Most satisfied | Satisfied | Moderately satisfied | Rather dissatisfied | Not at all satisfied |
|----------------------------------|----------------|-----------|----------------------|---------------------|----------------------|
| The event administration | | | | | |
| The structure of the programme | | | | | |
| The venue and facilities | | | | | |
| The presentations | | | | | |
| The discussions | | | | | |
| The event dinner and subsistence | | | | | |

| | Strongly agree | Agree | Neutral | Disagree | Strongly disagree |
|--|----------------|-------|---------|----------|-------------------|
| The information I got will be of immediate use to me. | | | | | |
| This event covered to a very high extent the topics I have expected. | | | | | |
| I enjoyed the cooperation and interaction with the other participants. | | | | | |
| My expectations about this event were met or exceeded. | | | | | |
| The materials distributed are useful and informative. | | | | | |
| The discussions were relevant for the participants. | | | | | |
| The methods of working were suitable for the topics and for the participants. | | | | | |
| The overall organisation was professional. | | | | | |
| The time management was always to my fullest satisfaction. | | | | | |
| The style and level of communication between organisers and participants was professional. | | | | | |
| I would recommend this kind of event to my colleagues. | | | | | |

| | |
|--|---|
| Prior Experience of Similar Events – Overall % | Please fill in the overall percentage of participants with prior experience of similar events |
|--|---|



| | |
|---|---|
| Strengths of the event and contributions or activities enjoyed by participants: | <ul style="list-style-type: none">• xx• xx |
| Suggestions for the improvement: | <ul style="list-style-type: none">• xx• xx |
| Any further comments | <ul style="list-style-type: none">• xx• xx |

Additional comments

to be filled by local partner

Please add the following additional information here

- Charts of the statistical figures from the tables above (pie or bar charts);
- Any further comments concerning the feedback you received by the workshop participants

Lessons learned

(Please fill in using bulleted text, e.g.

- *A*
- *B*
- *C etc.)*

Additional comments

May be filled by any of the organising partners

Please add in any other comments concerning the preparation and organisation of this event:



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| | |
|--|---|
| Author: | Dorđe Ćelić |
| Event Title: | Trainings (Business model development, Business model validation; Finance for Startups; Elevator Pitch |
| Event Date: | 24.05.2018. |
| Event Venue: | UNS-FTN and BINS |
| Type of event: (National, international, press conference, promotional event etc.) | Training for participants in Students competition for best idea. |
| Short description: | |
| Training was provided for teams that participate in Competition for best students' business idea on the University of Novi Sad. Training was organised by Business incubator Novi Sad. | |
| Organiser(s): | BINS |
| Agenda: | http://www.if4tm.kg.ac.rs/news/third-training-for-participants-in-competition-for-best-student-idea-university-of-novi-sad.html |
| Total number of participants: | 51 |
| Links to further information: | http://www.if4tm.kg.ac.rs/news/third-training-for-participants-in-competition-for-best-student-idea-university-of-novi-sad.html |
| Other personal remarks: | |
| Training groups was divided in 50 participants in 4 trainings. For future trainings it will be more suitable if it is possible to have from 20 to 25 participants for training. | |



EVENT ORGANISATION DETAILS

| | |
|---|----------------------------------|
| Invitation was sent off to participants on: | 7 days before event/training |
| Information Material was sent off to participants on: | 2 days before the event/training |
| Date of Initial Participant List Compilation: | 2 days before the training |
| Date of Final Participant List Compilation: | 2 days before the training |
| Total Number of Participants Invited | 290 |
| Date of Agenda Finalisation: | 14 days before the training |

Problems encountered during the event preparation phase

(To be filled by organisers)

Organisers: Please complete (if you have not met with any problems in that phase, please fill in "N/A". Please also include any feedback by the participants **before** the workshop)

- 1)
- 2)

EVENT ROLLOUT

Some general information (to be filled by organisers)

Final Event Agenda + Participant list

<https://www.dropbox.com/sh/vo1g3s269z6kfco/AAD6GcfOoHP92thsfX7HoM0-a/spiskovi?dl=0>

Please attach the final event agenda and the list of participants

Event Implementation – Commentary by Organising Partners

Pics from trainings:

<https://www.dropbox.com/sh/vo1g3s269z6kfco/AAQdgapM9ISDdia6iW0OBd-a/slike?dl=0>



| |
|---|
| WP-leader |
| <i>Please add your comments, if any</i> |
| Task leader |
| <i>Please add your comments, if any</i> |

EVENT EVALUATION BY PARTICIPANTS

Summary of the Participant Feedback Form

Results to be filled by organisers based on the questionnaire results. Please note: insert only the overall percentage of all feedback forms received (e.g. participants total number=30; 15 of them were most satisfied and 15 of them satisfied – please include 50% in the column most satisfied and 50% in the column satisfied.)

| | Most satisfied | Satisfied | Moderately satisfied | Rather dissatisfied | Not at all satisfied |
|----------------------------------|----------------|-----------|----------------------|---------------------|----------------------|
| The event administration | 48% | 52% | 0 | 0 | 0 |
| The structure of the programme | 75% | 25% | | | |
| The venue and facilities | 66% | 29% | 5% | | |
| The presentations | 98% | 2% | | | |
| The discussions | 98% | 2% | | | |
| The event dinner and subsistence | 0 | 0 | 0 | 0 | 0 |

| | | | | | |
|--|----------------|-------|---------|----------|-------------------|
| | Strongly agree | Agree | Neutral | Disagree | Strongly disagree |
|--|----------------|-------|---------|----------|-------------------|



| | | | | | |
|--|-----|-----|--|--|--|
| The information I got will be of immediate use to me. | 69% | 31% | | | |
| This event covered to a very high extent the topics I have expected. | 81% | 19% | | | |
| I enjoyed the cooperation and interaction with the other participants. | 85% | 15% | | | |
| My expectations about this event were met or exceeded. | 55% | 45% | | | |
| The materials distributed are useful and informative. | 84% | 16% | | | |
| The discussions were relevant for the participants. | 58% | 42% | | | |
| The methods of working were suitable for the topics and for the participants. | 79% | 21% | | | |
| The overall organisation was professional. | 78% | 22% | | | |
| The time management was always to my fullest satisfaction. | 94% | 6% | | | |
| The style and level of communication between organisers and participants was professional. | 79% | 21% | | | |
| I would recommend this kind of event to my colleagues. | 80% | 20% | | | |

| | |
|--|-----|
| Prior Experience of Similar Events – Overall % | 18% |
|--|-----|

Strengths and limitations of the event: please include comments received

| | |
|---|--|
| Strengths of the event and contributions or activities enjoyed by participants: | <ul style="list-style-type: none"> • xx • xx |
| Suggestions for the improvement: | <ul style="list-style-type: none"> • xx • xx |
| Any further comments | <ul style="list-style-type: none"> • xx • xx |

Additional comments to be filled by local partner



Lessons learned

(Please fill in using bulleted text, e.g.

- *A*
- *B*
- *C etc.)*

Additional comments

May be filled by any of the organising partners

Please add in any other comments concerning the preparation and organisation of this event:



EVENT REPORT TEMPLATE (Annex H to Quality Control and Monitoring Manual)

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| | |
|---|---|
| Author: | Vesna Raskovic Depalov |
| Event Title: | Pitch |
| Event Date: | 24.05.2018. |
| Event Venue: | BINS, Novi Sad, Vojvodjanskih brigade 28. |
| Type of event: (National, international, press conference, promotional event etc.) | Training |
| Short description: | |
| <p>The students were informed about what communication is and how to be aware of its nonverbal communication. After that, we saw what the elements of effective communication are and how to prepare its presentation for the national finale. Each team had chance to practice presentation of own business idea in one minute. Some teams made presentation in power point and had chance to present is and received feedbacks.</p> | |
| Organiser(s): | UNS |
| Agenda: | http://www.if4tm.kg.ac.rs/news/fourth-training-for-participants-in-competition-for-best-student-idea-university-of-novi-sad.html |
| Total number of participants: | 28 |
| Links to further information: | http://www.if4tm.kg.ac.rs/news/fourth-training-for-participants-in-competition-for-best-student-idea-university-of-novi-sad.html |
| Other personal remarks: | |
| ppt | |

EVENT ORGANISATION DETAILS

| | |
|---|-------------|
| Invitation was sent off to participants on: | 06.05.2018. |
| Information Material was sent off to participants on: | 06.05.2018. |
| Date of Initial Participant List Compilation: | 06.05.2018. |
| Date of Final Participant List Compilation: | 06.05.2018. |
| Total Number of Participants Invited | 30 |
| Date of Agenda Finalisation: | 14.05.2018. |



Problems encountered during the event preparation phase

N/A

EVENT ROLLOUT

Final Event Agenda + Participant list

Agenda PITCH 24.05.2017.

| | |
|---------------|--------------------------------------|
| 10.00 – 11.00 | Komunikacija |
| 11.00 – 11.15 | Pauza za kafu |
| 11.15 – 12.00 | Elementi efektne komunikacije |
| 12.00 – 12.15 | Pauza za kafu |
| 12.15 – 13.00 | Zlatni minut |
| 13.00 – 13.15 | Pauza za kafu |
| 13.15 – 14.00 | Prezentovanje svojih poslovnih ideja |

Participant list:



Funded by the
Erasmus+ Programme
of the European Union

Institutional framework for development of the third mission of
universities in Serbia



| | |
|-------------|------------------|
| Event: | TRAINING „PITCH“ |
| Venue: | UNIS |
| Date: | 24.05.2017. |
| Organisers: | UNIS |

| | Name | Organisation | e-mail | Phone number | Signature |
|----|---------------------|--------------|----------------------------|---------------|---|
| 1 | Miroslav Petrović | FTN | miroslav.petrovic@ftn.rs | 0671881-66-31 |  |
| 2 | Borislav Dukić | FTN | borislav.dukic@ftn.rs | 0677122452 |  |
| 3 | Jana Kijac | FTN | janakijac@ftn.rs | 065337514 |  |
| 4 | Stefano Kostić | FTN | stefano.kostic@ftn.rs | 0641872641 |  |
| 5 | Aleksandar Pavlović | FTN | aleksandar.pavlovic@ftn.rs | 06511512891 |  |
| 6 | Milica Mijatović | FTN | milica.mijatovic@ftn.rs | 0648623976 |  |
| 7 | Marko Rodić | FTN | marko.rodic@ftn.rs | 065158-34-37 |  |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
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EVENT EVALUATION BY PARTICIPANTS

Summary of the Participant Feedback Form

Results to be filled by organisers based on the questionnaire results. Please note: insert only the overall percentage of all feedback forms received (e.g. participants total number=30; 15 of them were most satisfied and 15 of them satisfied – please include 50% in the column most satisfied and 50% in the column satisfied.)

| | Most satisfied | Satisfied | Moderately satisfied | Rather dissatisfied | Not at all satisfied |
|----------------------------------|----------------|-----------|----------------------|---------------------|----------------------|
| The event administration | | | | | |
| The structure of the programme | | | | | |
| The venue and facilities | | | | | |
| The presentations | | | | | |
| The discussions | | | | | |
| The event dinner and subsistence | | | | | |

| | Strongly agree | Agree | Neutral | Disagree | Strongly disagree |
|--|----------------|-------|---------|----------|-------------------|
| The information I got will be of immediate use to me. | | | | | |
| This event covered to a very high extent the topics I have expected. | | | | | |
| I enjoyed the cooperation and interaction with the other participants. | | | | | |
| My expectations about this event were met or exceeded. | | | | | |
| The materials distributed are useful and informative. | | | | | |
| The discussions were relevant for the participants. | | | | | |
| The methods of working were suitable for the topics and for the participants. | | | | | |
| The overall organisation was professional. | | | | | |
| The time management was always to my fullest satisfaction. | | | | | |
| The style and level of communication between organisers and participants was professional. | | | | | |
| I would recommend this kind of event to my colleagues. | | | | | |

| | |
|--|---|
| Prior Experience of Similar Events – Overall % | Please fill in the overall percentage of participants with prior experience of similar events |
|--|---|

Strengths and limitations of the event: please include comments received



| | |
|---|---|
| Strengths of the event and contributions or activities enjoyed by participants: | <ul style="list-style-type: none">• xx• xx |
| Suggestions for the improvement: | <ul style="list-style-type: none">• xx• xx |
| Any further comments | <ul style="list-style-type: none">• xx• xx |

to be filled by local partner

Please add the following additional information here

- Charts of the statistical figures from the tables above (pie or bar charts);
- Any further comments concerning the feedback you received by the workshop participants

Lessons learned

(Please fill in using bulleted text, e.g.

- *A*
- *B*
- *C etc.)*

Additional comments

May be filled by any of the organising partners

Please add in any other comments concerning the preparation and organisation of this event: