



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:	Ivan Marković BICKG, Jelena Jevtović, UNIKG
Event Title:	Business star up trainings
Event Date:	May 2017
Event Venue:	Business innovation center, Trg topolivaca 4, Kragujevac, Serbia
Type of event: (National, international, press conference, promotional event etc.)	local
Short description:	
Business start-up trainings in four modules for students who entered the local competition for best student's ideas within the act 3.4.	
Organiser(s):	Business innovation center and the University of Kragujevac
Agenda:	05.05.2017 <a href="http://www.if4tm.kg.ac.rs/pub/download/14962214987145_agenda1_05_05_2017.pdf">http://www.if4tm.kg.ac.rs/pub/download/14962214987145_agenda1_05_05_2017.pdf</a> 12.05.2017 <a href="http://www.if4tm.kg.ac.rs/pub/download/149622154021_agenda2_12_05_2017.pdf">http://www.if4tm.kg.ac.rs/pub/download/149622154021_agenda2_12_05_2017.pdf</a> 18.05.2017 <a href="http://www.if4tm.kg.ac.rs/pub/download/14962216857042_agenda3_%2018%2005%202017.pdf">http://www.if4tm.kg.ac.rs/pub/download/14962216857042_agenda3_%2018%2005%202017.pdf</a> 24.05.2017
Total number of participants:	05.05.2017 (20) 11.05.2017 (6) 12.05.2017 (9) 18.05.2017 (15) 24.05.2017 (15)
Links to further information:	<a href="http://www.if4tm.kg.ac.rs/news/first-training-for-participants-in-competition-for-best-student-idea-university-of-kragujevac.html">http://www.if4tm.kg.ac.rs/news/first-training-for-participants-in-competition-for-best-student-idea-university-of-kragujevac.html</a> <a href="http://www.if4tm.kg.ac.rs/news/second-training-for-participants-in-competition-for-best-student-idea-university-of-kragujevac.html">http://www.if4tm.kg.ac.rs/news/second-training-for-participants-in-competition-for-best-student-idea-university-of-kragujevac.html</a> <a href="http://www.if4tm.kg.ac.rs/news/third-training-for-participants-in-competition-for-best-student-idea-university-of-kragujevac.html">http://www.if4tm.kg.ac.rs/news/third-training-for-participants-in-competition-for-best-student-idea-university-of-kragujevac.html</a> <a href="http://www.if4tm.kg.ac.rs/news/fourth-training-for-participants-in-competition-for-best-student-idea-university-of-kragujevac.html">http://www.if4tm.kg.ac.rs/news/fourth-training-for-participants-in-competition-for-best-student-idea-university-of-kragujevac.html</a>
Other personal remarks:	
BICKG and UKG, within the WP3 and activity 3.4 Organization of start-up trainings for competitors (4	



modules), held a five one day trainings for students. The following topics were covered:

The participants on the course were students from the University of Kragujevac, who decided to enter the Competition for the best student's ideas within the project IF4TM. Students who entered the competition originated from the following faculties, Faculty of Law, Faculty of science, Faculty of engineering, Faculty of economics, Medical faculty, Faculty of philology and arts and Tourism faculty. Out of 17 teams who applied, 9 teams regularly attended the trainings.

Participants were informed about the IF4TM project, the idea behind the organisation of start-up trainings and the practical information about the rules of the competition. The participants also received information about activities of the UKG and BICKG and what kind of help is at their disposal during and in between the trainings. Knowledge acquired during the trainings enable attendees to successfully complete their business models using CANVAS method and prepare their business plans.

The trainings were interactive and covered the following topics:

Module 1: Development of business model, on 5 May, 2017

Module 2: Business model validation, on 11<sup>th</sup> and 12 May, 2017

Module 3: Finances for start-ups, on 18<sup>th</sup> May, 2017

Module 4: Pitch presentation, on 24<sup>th</sup> May

As part of the start-up trainings, BICKG organised mentoring services for the participating teams. The following companies expressed readiness to provide support to the development of student's ideas, AES, Agency Stefanovic, Web portal, Biz up team, Naust Marine, Real Media Factory and QPO Soft. The companies covered different areas of service oriented companies and gave an insight in eventual problems faced by start-ups and first-hand suggestions how to overcome them.

General impression of the authors, which was also confirmed by the participants feedback, is that the participants were satisfied with the quality of information presented and the professional approach of the trainer(s). Participants mostly appreciated the openness of the trainers, working in teams, gaining new knowledge and skills, discussions etc., and all in all had a good impression about the delivered trainings.

## EVENT ORGANISATION DETAILS

Invitation was sent off to participants on:	28.04.2017
Information Material was sent off to participants on:	n/a
Date of Initial Participant List Compilation:	31.03.2017
Date of Final Participant List Compilation:	01.04.2017
Total Number of Participants Invited	48
Date of Agenda Finalisation:	28.04.2017



## Problems encountered during the event preparation phase

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n/a

**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

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Some general information (to be filled by organisers)

### Final Event Agenda

05.05.2017 [http://www.if4tm.kg.ac.rs/pub/download/14962214987145\\_agenda1\\_05\\_05\\_2017.pdf](http://www.if4tm.kg.ac.rs/pub/download/14962214987145_agenda1_05_05_2017.pdf)

12.05.2017

[http://www.if4tm.kg.ac.rs/pub/download/149622154021\\_agenda2\\_12\\_05\\_2017.pdf](http://www.if4tm.kg.ac.rs/pub/download/149622154021_agenda2_12_05_2017.pdf)

18.05.2017

[http://www.if4tm.kg.ac.rs/pub/download/14962216857042\\_agenda3\\_%2018%2005%202017.pdf](http://www.if4tm.kg.ac.rs/pub/download/14962216857042_agenda3_%2018%2005%202017.pdf)

24.05.2017

[http://www.if4tm.kg.ac.rs/pub/download/14962226996623\\_agenda4\\_24\\_05\\_2017.pdf](http://www.if4tm.kg.ac.rs/pub/download/14962226996623_agenda4_24_05_2017.pdf)

### Participant list

05.05.2017

[http://www.if4tm.kg.ac.rs/pub/download/14942383346439\\_Attendance%20list.pdf](http://www.if4tm.kg.ac.rs/pub/download/14942383346439_Attendance%20list.pdf)

11.05.2017

[http://www.if4tm.kg.ac.rs/pub/download/14951962158522\\_11.maj.pdf](http://www.if4tm.kg.ac.rs/pub/download/14951962158522_11.maj.pdf)

[http://www.if4tm.kg.ac.rs/pub/download/14951962158873\\_12.maj.pdf](http://www.if4tm.kg.ac.rs/pub/download/14951962158873_12.maj.pdf)

18.05.2017

[http://www.if4tm.kg.ac.rs/pub/download/14962216865762\\_List%20of%20participants.pdf](http://www.if4tm.kg.ac.rs/pub/download/14962216865762_List%20of%20participants.pdf)

24.05.2017

[http://www.if4tm.kg.ac.rs/pub/download/14962270150144\\_Lista%20prisutnih%2024%2005%202017.pdf](http://www.if4tm.kg.ac.rs/pub/download/14962270150144_Lista%20prisutnih%2024%2005%202017.pdf)

Please attach the final event agenda and the list of participants

### Event Implementation – Commentary by Organising Partners

WP-leader

*Please add your comments, if any*

Task leader

*Please add your comments, if any*



## 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	79%	17%	4%	0%	0%
The structure of the programme	90%	10%	0%	0%	0%
The venue and facilities	96%	4%	0%	0%	0%
The presentations	85%	15%	0%	0%	0%
The discussions	81%	17%	2%	0%	0%
The event dinner and subsistence					

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
The information I got will be of immediate use to me.	87,5%	12,5%	0,0%	0,0%	0,0%
This event covered to a very high extent the topics I have expected.	83,3%	16,7%	0,0%	0,0%	0,0%
I enjoyed the cooperation and interaction with the other participants.	89,6%	6,3%	2,1%	0,0%	2,1%
My expectations about this event were met or exceeded.	58,3%	35,4%	6,3%	0,0%	0,0%
The materials distributed are useful and informative.	87,5%	10,4%	2,1%	0,0%	0,0%
The discussions were relevant for the participants.	89,6%	10,4%	0,0%	0,0%	0,0%
The methods of working were suitable for the topics and for the participants.	79,2%	20,8%	0,0%	0,0%	0,0%
The overall organisation was professional.	91,7%	8,3%	0,0%	0,0%	0,0%
The time management was always to my fullest satisfaction.	47,9%	41,7%	4,2%	4,2%	2,1%
The style and level of communication between organisers and participants was professional.	93,8%	6,3%	0,0%	0,0%	0,0%
I would recommend this kind of event to my colleagues.	95,8%	4,2%	0,0%	0,0%	0,0%

Prior Experience of Similar Events – Overall %	63%
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**Strengths and limitations of the event: please include comments received**

<p>Strengths of the event and contributions or activities enjoyed by participants:</p>	<ul style="list-style-type: none"> <li>- Gaining new knowledge and skills</li> <li>- Communication skills and public appearance were the most significant topic.</li> <li>- Organisation of trainings, accessibility, professional approach and communication of the lecturer with the participants was on a high level.</li> <li>- The atmosphere was relaxing and enhances interaction among participants.</li> <li>- A lot of practical examples were useful for the development of business model.</li> <li>- Presentation of ideas in front of other groups / competitors, which is great for overcoming fear of public appearance.</li> <li>- Using CANVAS for developing idea was of great use for our idea development. It is new and interesting.</li> <li>- Explanation why the ideas should be shared and discussed (intellectual property)</li> </ul>
<p>Suggestions for the improvement:</p>	<ul style="list-style-type: none"> <li>- The trainings should be shorter but more frequent.</li> <li>- Do not let the participants to drift away from the topic.</li> <li>- Music should be playing in the background.</li> <li>- Less trainings but more information during trainings.</li> <li>- More detailed explanation about key elements of the model in order to enable us to more easily develop our idea.</li> <li>- It would be better if the workshops were conducted during weekends in the afternoon hours.</li> <li>- Organisation of food breaks.</li> <li>- Translating Cavas into Serbian.</li> </ul>
<p>Any further comments</p>	<ul style="list-style-type: none"> <li>- Thank you for the opportunity to attend this informal education event and new approach (not boring economy)!</li> </ul>

Additional comments

to be filled by local partner



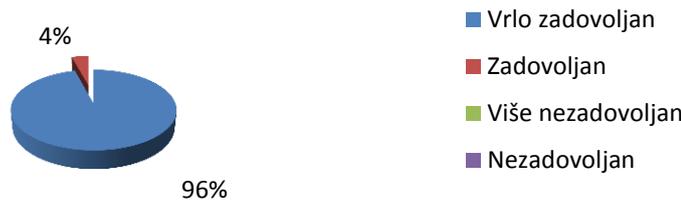
### The event administration



### The structure of the programme



### The venue and facilities



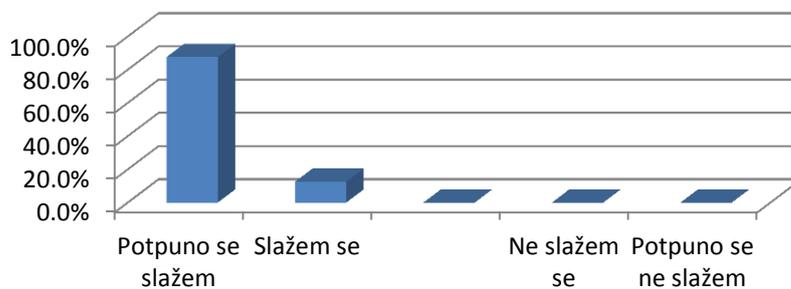
### The presentations



### The discussions

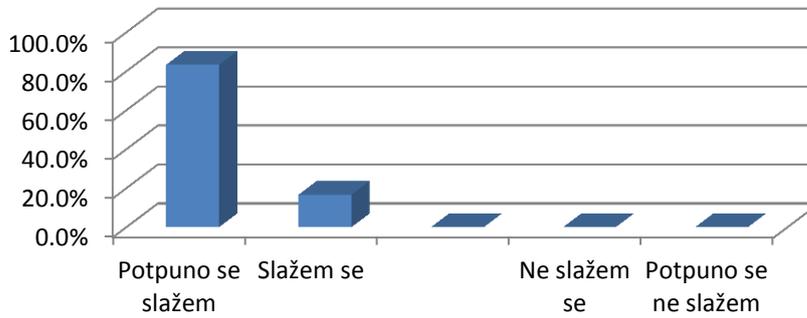


### The information I got will be of immediate use to me

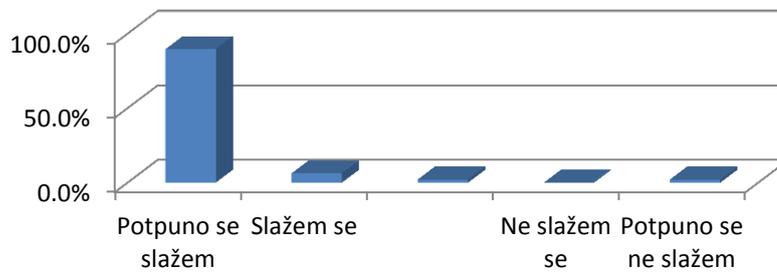




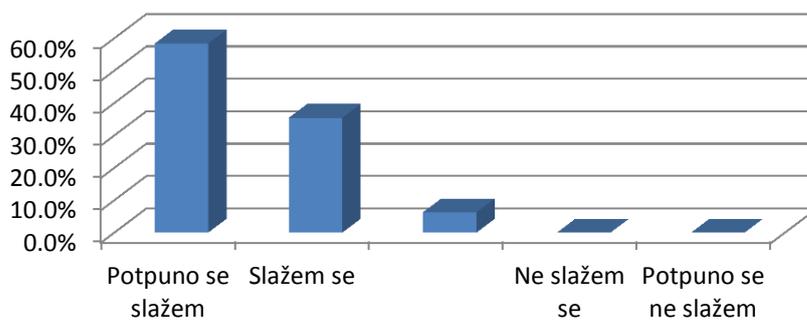
### This event covered to a very high extent the topics I have expected.



### I enjoyed the cooperation and interaction with the other participants.

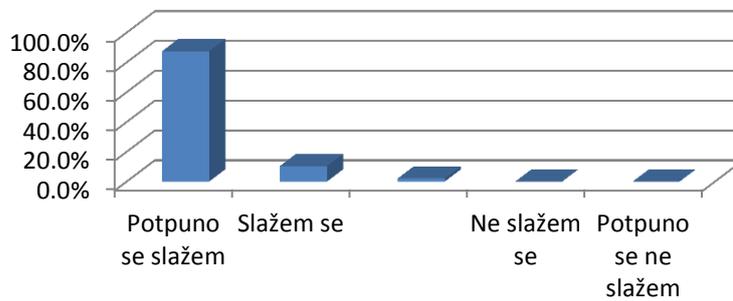


### My expectations about this event were met or exceeded

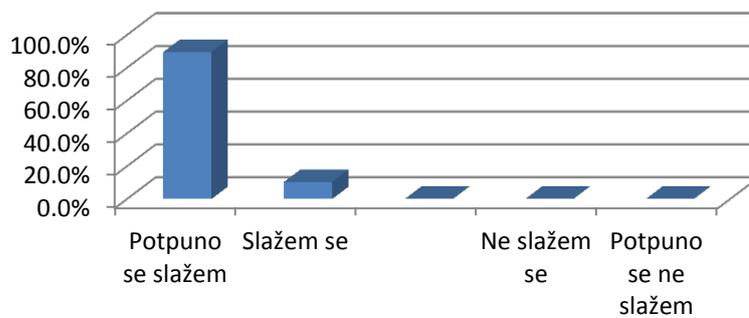




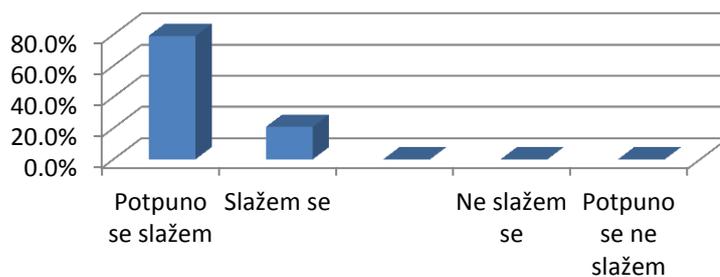
### The materials distributed are useful and informative.



### The discussions were relevant for the participants.

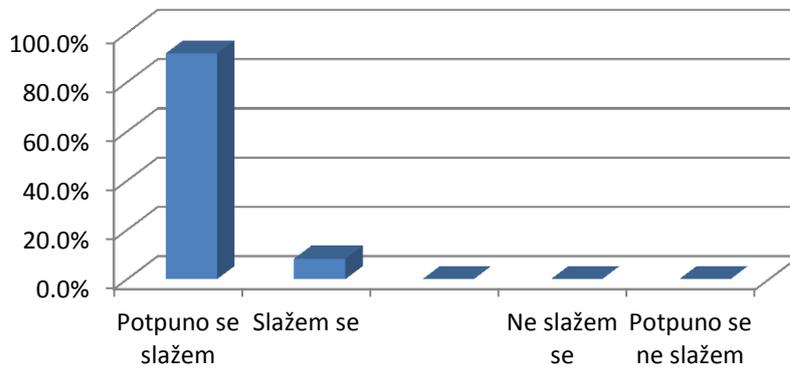


### The methods of working were suitable for the topics and for the participants





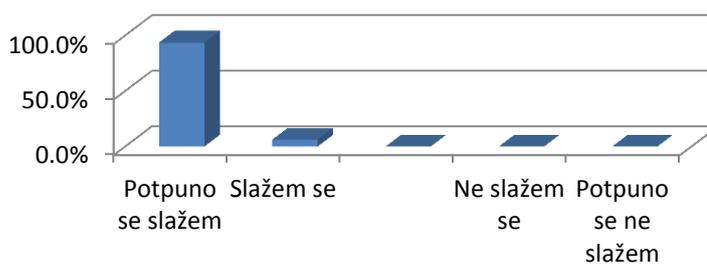
### The overall organisation was professional.



### The time management was always to my fullest satisfaction.

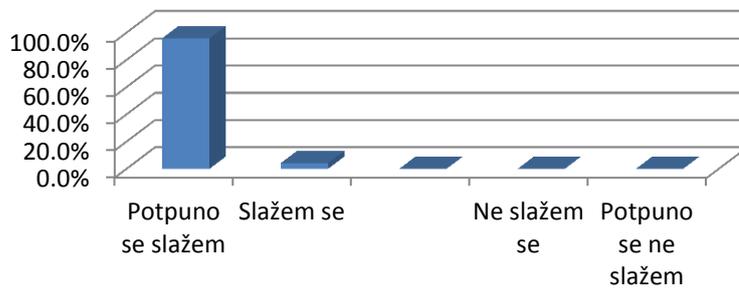


### The style and level of communication between organisers and participants was professional.





### I would recommend this kind of event to my colleagues.



## Lessons learned

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

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

## Additional comments

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May be filled by any of the organising partners

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

