



open sounds

Dissemination and Exploitation Plan

Project information	
Project title:	OPEN SoundS – Peer education on the internet for social sounds
Programme:	Sectoral Program Leonardo da Vinci.. Transfer of innovation (TOI) - 2011
Reference:	N°: LLP-LdV-TOI-11-IT-624 N° LLP Link: 2011-1-IT1-LEO05-01908 CUP: G72F11000060006

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Date of elaboration	[20/04/2012]
Number of Pages:	29
Work package:	WP5

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P0	IT	ISTITUTO DEFFENU	DEF	
P1	DK	EARMMASTER ApS		
P3	IT	Dipartimento di Ingegneria dell'informazione UNIVERSITÀ DI PADOVA	DEI- UNIPD	
P4	IT	MIDIWARE	MIW	
P5	IT	NUVOLE WEB SRL	NUVOLE	
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P7	UK	Institute of education UNIVERSITY OF LONDON	IOE	

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1. Introduction

Dissemination is one of the priority objectives of any transfer project and constitutes an essential basis for the implementation, use and integration of the project results in systems and practices of the reference target. In this perspective, the dissemination represents a fundamental and indispensable tool and must be complemented by specific measures that allow to use, enhance and ensure the sustainability of project results.

That's why we developed a specific plan for dissemination and exploitation of the project taking into account:

- . diversification strategies and intervention methods to reach the largest number of potential users;
- . planning and cost-effectiveness of activities;
- . consistency between the planned activities and their intended recipients, and that between expected results and planned activities.

In this plan are listed in detail the activities planned for dissemination and utilization of results, results that will be valued by the participating institutions and the wider community. All this of course being able to rely on a network wide and well selected, capable of ensuring the capacity for integration, dissemination and documentation of the activities. A quality network is in fact the guarantor of the development of actions and, more importantly, allows educational institutions to improve research and experimentation benefiting from the expertise and experience of universities, corporations, associations, agencies and / or high profile institutions in the different territories.

In Italy, in particular, through the transfer of the platform MODEM, the core of the project OpenSounds, the aspect of experimentation and dissemination of models and innovative practices in education can complement, supplement and enhance the development of virtual learning environments and training in the use of digital technologies in teaching music and musical practice provided by MIUR (Ministry of Education) through high-impact direct actions in music curriculum and the provision of additional training in the 'extracurriculo' supported by national resources from EU funding (EU programs and structural funds for regions).

1.1 Goals

The dissemination strategy must support the overall project objectives and specific project activities, especially the publication of project outputs. The detailed objectives are:

- To promote the project;
- To disseminate the project results;
- To raise awareness and increase acceptance of music technologies and networks in educational field

1.1 Target group

The general aim of OPEN SoundS is to reorganize and transfer to the education system a virtual learning environment to supply to its young users suitable tools to develop music production activities on the Internet by team works in different countries to benefit on the training and educational plan.

The project, through a highly innovative and creative practice in fact wants to be a means to stimulate and support to create:

- a collaborative and remote learning environment developed according to the educational needs of the students
- represent a technological model that supports the pedagogical framework of the learning environment (choice of typologies of suitable platforms, media and formats to support specific trends on the educational and training plan);

In addition to students present in the second cycle of education and vocational training system (target elective), will also be involved students present in the first cycle and the Conservatives in order to test and verify the entire vertical chain of musical training and the educational potential of the use of collaborative learning as OPEN Sounds platform.

2. Dissemination Channels

In this chapter we present the dissemination channels through which we will reach all the users and stakeholders identified above.

To be successful in terms of rationale and outcomes, the project's networking activities will encompass an eclectic mix of collaboration and interaction means, including Workshops, Conferences/seminars, online information and collaboration spaces, printed materials, mass media, etc...

Taking into consideration the advantages and disadvantages of these channel, below are described the characteristic of the channels we will use during those three year of work. A more detailed description of each tool is presented in the next chapter.

Web sites/Portals. It is one of the most common dissemination tool and can guarantee a large visibility if promoted appropriately. Their advantages lie in the fact that they can contain a whole range of information and products collaboration tool, and can be interactive and are therefore a 'complete' dissemination tool; their big disadvantage lies in the fact that they need updating and maintenance to be effective.

Web 2.0 - The peculiarities of the target to be examined encourages us to consider in a special way all those channels of Web 2.0 widely used by students of the European network. The main social networking portals such as Facebook, Twitter and YouTube, must necessarily be used with specific pages for each of the different portals. The simplicity and immediacy of updating content is certainly the main advantage of this type of channels.

Conferences and Workshop; they constitute the most traditional way to present results of innovative projects. They have the big disadvantage of being organised in a definite place and at a definite time, so they are not sufficient to guarantee long term access if not accompanied by publications (proceedings). If well organised, they can be a "warm" and interactive way to discuss results and possible future developments; their cost may be reduced to very little when organised within existing events.

Publications; reports, newsletters, printed directories of outputs, collection of case studies, etc.); they are another traditional way of disseminating results, usually integrated with workshops/conferences in order to cope with their main disadvantage: they are "cold", not interactive ways of presenting results and can be ignored and forgotten if insufficient attention is attracted to the publication. An additional disadvantage is the time required to prepare effective publications.

Seminars and Events; they may be extremely effective for presenting certain kinds of “material” outputs and for establishing personal contacts. A “permanent” variant of the exhibitions are the “Programme Output Showcases” that can be organised at European or national level to attract the attention of target groups for the whole of “material” Programme outputs. Their cost can be very low if they are embedded in existing events, but they need to be known and attended by the relevant audience, and this requires some investment for promotion and local support.

Artists and endorsers; The artists and endorsers involvement by the partners in different countries can definitely guarantee a success in terms of dissemination. Having dedicated pages within the portal Open Sounds with music projects started by artists with a good number of fans (in Italy can be involved musicians as Jovanotti and Frankie HiNrg, in England Fatboy Slim, etc..) would be a key of success in involving students of the European network. The spirit and the non-profit educational and didactic nature of the project, together with partners who already have ties with these artists, should be sufficient to ensure that such involvement does not present any disadvantages.

2.1 Dissemination channels designed for the OpenSounds project

This paragraph presents the dissemination channels designed to promote and disseminate the services and tools created in the framework of the Net Sounds Project. The following strategic channels have been identified: promotional material, online communication and visibility, Events

1) Promotional material

- Logo/ Brochure / Banner (web banner e standard roll-up)
- Periodic Newsletter addressed to the Shs & users
- Papers/articles(+ Specialized press: magazines, webzines - list provided by each partner)

2) Online communication and visibility

- Open Sounds Portal
- Web 2.0 Tools (YouTube channel, Facebook page, Twitter account)
- Other media (TV, Radio, Web radio, ecc.)

3) Events

- Events such as: workshops /conferences / policy seminars / festivals

2.1.1 Promotional Material

Logo

The project logo will be used in all the communication activities, both paper based and web based (i.e. within all the web pages and electronic document developed for Open Sounds), together with the LLP official logo, thus allowing for more visibility and homogeneity of the project..



Project Logo

Also, the project materials will use a unified style (reports, communication materials, presentations) in accordance with the logo. The logos of the EC and of the LLP Programme will also be used in all official documents.



The other official logos

The following disclaimer will also be inserted:

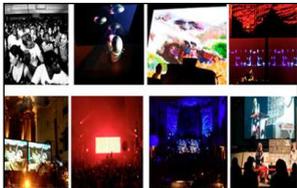
This project has been funded with support from the European Commission. This website and the publications therein reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Leaflet

The OpenSounds official leaflet aims at giving basic information about the project objectives and at promoting the project web space. The leaflet contains:

- The project logo;
- A short text and clear text that describe the aims, objectives and expected outcomes of the project;
- The partners and their logos;
- The LLP logo;
- Website URL

Below, is presented the OpenSounds Leaflet in the Italian version


IL PROGETTO Open Sounds

Il progetto Leonardo Da Vinci (TOI) OPEN SoundS propone una nuova dimensione della formazione in Rete: la possibilità di produrre e condividere musica in remoto all'interno di comunità di studio virtuali e transnazionali.

Attraverso il portale di Open Sounds studenti e docenti potranno:

- accedere ad un ambiente di apprendimento virtuale dedicato alla produzione di musica in chiave collaborativa, remota e transnazionale;
- collaborare con la prima Rete di studenti Europei costruita per creare e condividere musica in remoto all'interno del sistema educativo;
- accedere a materiali formativi e informativi per l'impiego consapevole e strategico delle tecnologie digitali musicali e della rete in prospettiva educativa e professionalizzante.

Il progetto MODEM, ultimato nel 2008, ha messo a disposizione del sistema dell'IFP in Europa un modello molto avanzato della formazione in Rete: la possibilità di produrre e condividere musica in remoto all'interno di comunità di

Partners		
Partner	Sito Web	Logo
I.T.C.G. DEFFENU	www.dffenu.it	
EARMASTERAPS	www.earmaster.com	
MIDWARE	www.midware.com	
DEI - Università di Padova	www.dcuipad.it	
NUVOLE	http://www.nuvole.it	
IMERC	http://www.imerc.org	
BRIGHTONART	www.brightonart.co.uk	

studio virtuali transnazionali. Il progetto OPEN SOUNDS è nato per riorganizzare e trasferire il potenziale collegato a MODEM a studenti presenti in diversi contesti educativi e formativi europei dove vengono utilizzate le tecnologie digitali a supporto dell'educazione musicale e/ o per creare nuovi profili professionali operanti nel mercato della musica.

L'azione di trasferimento messa in campo da OPEN Sounds è indirizzata:

- al sistema dell'istruzione e formazione italiano, con particolare riferimento al sistema IFP (Istituti tecnici e professionali) a quello dei licei (licei musicali) e a quello della formazione professionale regionale (agenzie formative territoriali);
- al sistema dei Licei e quello VET Inglese e Danese, paesi Europei partner del progetto.

Obiettivo principale di OPEN SOUNDS è quello di trasferire agli studenti presenti in questi diversi contesti strumenti operativi, pratiche e processi collegati all'uso delle tecnologie digitali musicali in chiave collaborativa e remota.

The English version on the leaflet has also been produced and there is the possibility to have the leaflet in French and Danish too.

The Leaflet could be disseminated through:

- distribution of the leaflet in digital format to send via mail (identifying thematic mailing list / or existing mailing list);
- distribution of the leaflet in paper format to send via normal post to: target users and stakeholders above identified;
- distribution of the leaflet during the workshops, seminars and others relevant events;
- other channels

Banner – Web

A gif animated banner in the standard format 728x90 px is available for the project diffusion and promotion through the partners website homepages. Of course the same banner can be published on any other portal and this is considered a very important dissemination activity online.

Below, is presented the OpenSounds web banner.



WWW.OPENSOUNDS.EU

PEER EDUCATION ON THE INTERNET FOR SOCIAL SOUNDS

Banner – Roll up

For every event connected to OpenSounds, whether it be an official presentation of the project activities or participation in other events to promote the project, you should use a standard vertical banner roll-up (graphics already. Below the graphics for the roll-up banner:



Periodic Newsletters addressed to stakeholders & users

The newsletters will contain the relevant news related to the network development and related to:

- any new feature implemented in the platform;
- new important projects by endorsers and artists
- events project related;

Work Plan – Periodic Newsletter					
Action	Target Groups	Available Language	Media	Timing	Responsibility of
Newsletters	All the Shs and Users	IT, UK, DK	Internet	months: 9, 12, 16, 24	All the partners for each country

The first newsletter is scheduled for September 2012 and will be sent to the network of users and stakeholders already identified for testing.

Magazines/ Webzines/ Press releases

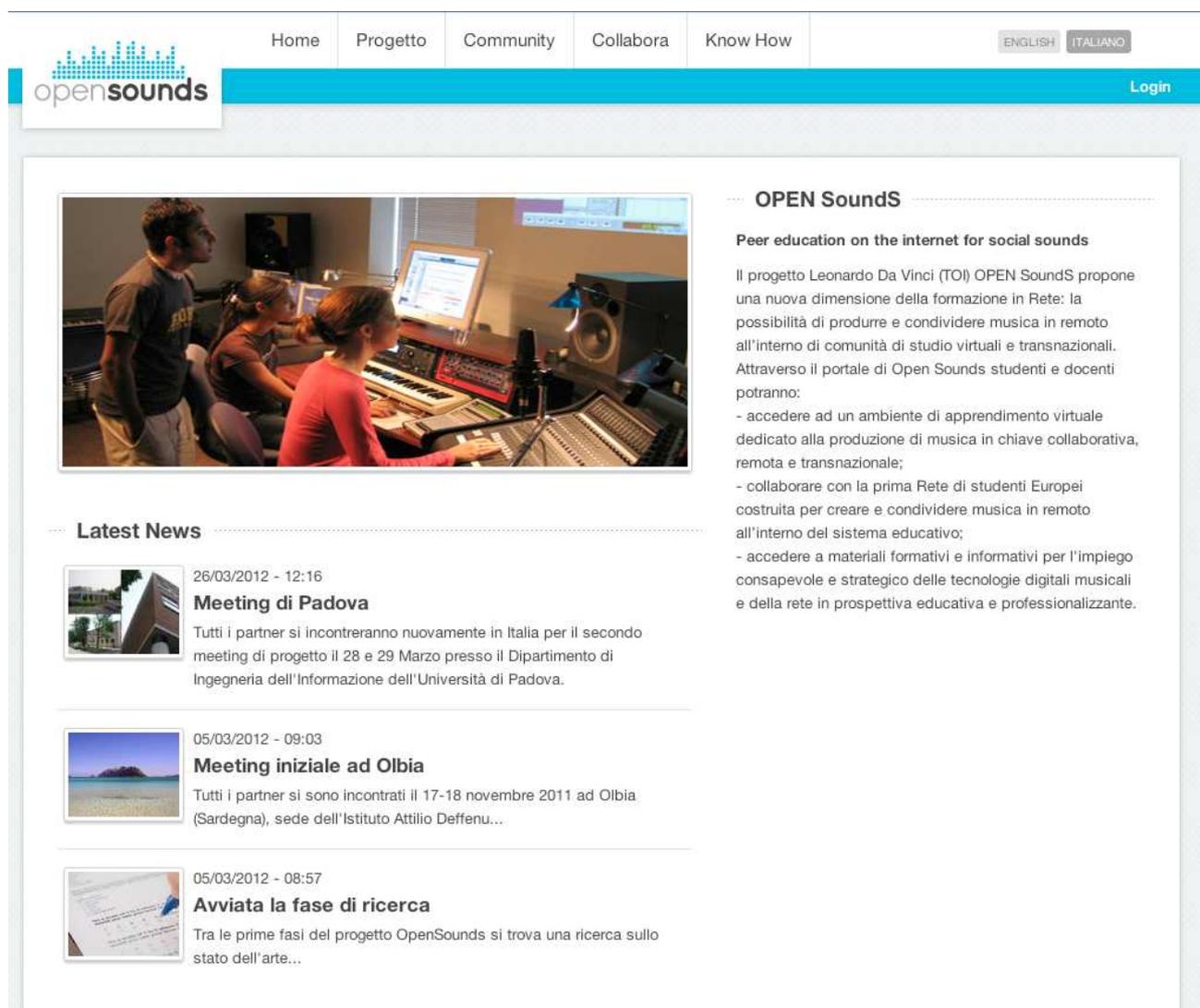
Each partner will identify for its country few relevant magazines and webzines related to the Music Education through the ICT, with a special focus to schools and didactics, to publish articles for a better dissemination of the OpenSounds project.

2.1.2 Communication and online visibility

The OpenSounds Portal

The portal is the main channel to online communication, collaboration and visibility. It was technically developed by Nuvole with the full support of the others partners involved in the Net Sounds project. Moreover, the scientific coordinator takes constantly care of overseeing the coherence with project objectives and the accessibility to the contents and to the collaborative learning settings of the portal.

The portal is now available in Italian and in English.



Home Progetto Community Collabora Know How ENGLISH ITALIANO Login

open sounds

OPEN Sounds

Peer education on the internet for social sounds

Il progetto Leonardo Da Vinci (TOI) OPEN SoundS propone una nuova dimensione della formazione in Rete: la possibilità di produrre e condividere musica in remoto all'interno di comunità di studio virtuali e transnazionali. Attraverso il portale di Open Sounds studenti e docenti potranno:

- accedere ad un ambiente di apprendimento virtuale dedicato alla produzione di musica in chiave collaborativa, remota e transnazionale;
- collaborare con la prima Rete di studenti Europei costruita per creare e condividere musica in remoto all'interno del sistema educativo;
- accedere a materiali formativi e informativi per l'impiego consapevole e strategico delle tecnologie digitali musicali e della rete in prospettiva educativa e professionalizzante.

Latest News

26/03/2012 - 12:16
Meeting di Padova
Tutti i partner si incontreranno nuovamente in Italia per il secondo meeting di progetto il 28 e 29 Marzo presso il Dipartimento di Ingegneria dell'Informazione dell'Università di Padova.

05/03/2012 - 09:03
Meeting iniziale ad Olbia
Tutti i partner si sono incontrati il 17-18 novembre 2011 ad Olbia (Sardegna), sede dell'Istituto Attilio Deffenu...

05/03/2012 - 08:57
Avviata la fase di ricerca
Tra le prime fasi del progetto OpenSounds si trova una ricerca sullo stato dell'arte...

The structure

The project portal will be focused on the reorganization and exploitation of the MODEM platform, that will constitute its core.

The structure is based on four areas with distinct functionality:

1. **Project:** institutional information on the OpenSounds project, targeted to generic site visitors; this area includes a detailed description of the aims of the project and of the involved partners.
2. **Community:** a collaboration space dedicated to site users, aimed at creating and exposing a community of students and other subjects that collaborate in a trans-national dimension; this area interfaces to Web 2.0 tools for a multiplier effects with benefits on dissemination.
3. **Collaborative:** the hearth of the portal, that will include a restructured and updated version of the MODEM platform and be dedicated to the actual online collaboration.
4. **Know How:** a database of useful information, guides and best practices useful to the users of the portal.

The complete menu structure of the portal website, in the English version, is the following.

- **Project**
 - Research
 - Transfer
 - Testing
 - Exploitation
 - Partners
- **Community**
 - Members
 - National networks
 - Web 2.0
 - News
- **Collaborative**
 - Virtual Studio Community
 - Tools
- **Know How**
 - Collaborative Portals
 - Video resources
 - European contribution

The home page will have a flexible structure that will evolve during the project progress to highlight the different components to be stressed in the different phases. Dedicated blocks in the home page will allow direct access to some areas, to complement the ordinary menu structure.

The collaborative platform: Virtual Studio Community

The transfer activities will take place considering the centrality of the resources available in the portal www.opensounds.eu and, in particular, in the platform devoted to shared music-making within virtual and transnational working teams, which is the first concrete step towards the implementation of the transfer.

In fact, the portal and the collaboration platform in it, mainly, actualize the primary synthesis of existing innovation projects that, in this project, are the object of transfer; we refer, in particular, to MODEM project products.

The platform, from the initial phases of testing and experimentation, will have to be the central junction of the transfer.

In particular, the structure of the website will ensure an operativeness able to favour a different users' work organization which promote the transfer activity products.

The elements constituting the plan will allow products and processes, which will transfer to/from the portal, to be the best expression of the context needs and of those directly expressed by its future users.

Public and Private area

The Open Sounds platform provide a public area and a private access area for the actors directly involved in the project.

The private area will contain information on the development of the project Work Packages, official documents from the meetings and key documents (official templates, administrative and financial documents).

At the link <http://www.opensounds.eu/documenti> there are the different sections related to the different WP:

- WP 1 Preparatory phase - Definition and sharing of project work plan
- WP 2 Survey on good practices related to the use of virtual learning environments in music in the European education and training context
- WP 3 Implementation of the OPEN SoundS web portal and processing of the Transfer Plan

- WP 4 Reorganization of the MODEM platform according to the transfer activities and their integration into the OPEN Sounds web portal
- WP5 Definition of the Dissemination and Exploitation plan
- WP6 Development of Testing Plan and its main tools Integration of the testing networks of different target groups involved in the project partner countries
- WP 7 Testing of the Transfer
- WP 8 Integration in the System

Partners websites

It is highly recommended that all partners include a page/section related to the Project in their Institution's website.

To avoid duplication, it would be preferable to just provide the short presentation of the Project together with the official logo and the link to the Project Website where all the information can be found. Giving news about the latest events of the Project would also be important.

Nevertheless, this should be done referring always to the official communication channels of the project.

Social Network

Nowadays the relevance as well as the potentially of the social networks (such as Facebook, Twitter, YouTube) are representing also for the Net Sounds project another channels to disseminate both the ongoing activities, and the project result.

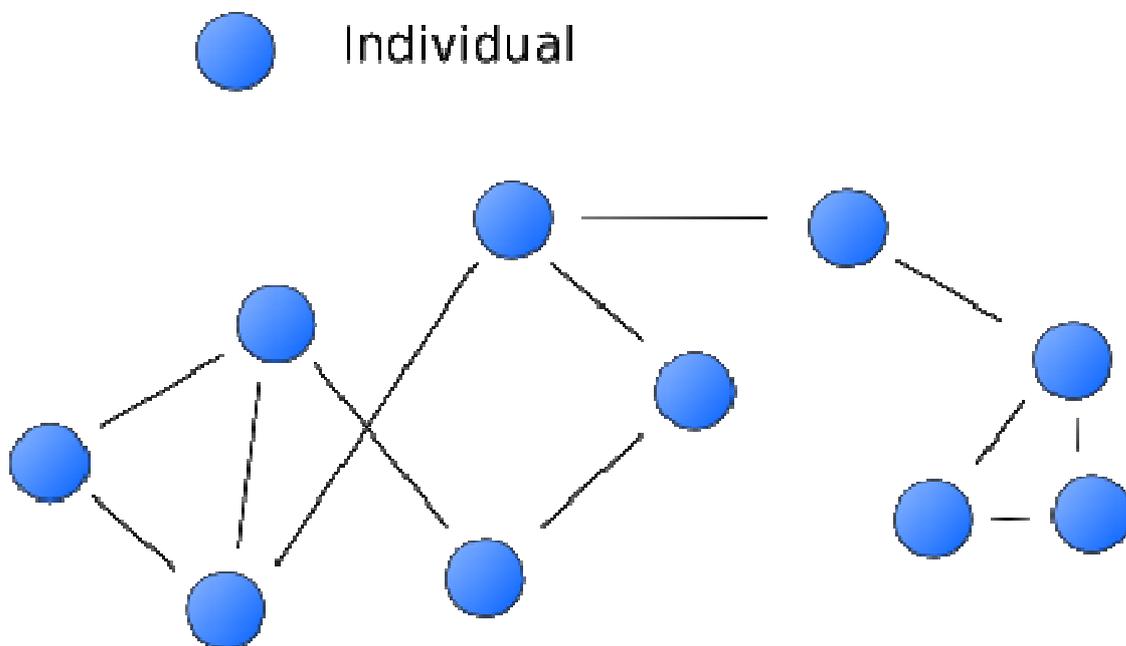


The image shows a screenshot of the Facebook page for the OpenSounds Project. At the top, the Facebook logo and search bar are visible. The main header features the 'opensounds' logo, which consists of a stylized soundwave made of blue dots above the text 'opensounds'. Below the logo, the page name 'OpenSounds Project' is displayed, along with the text '198 "Mi piace" - 1 parlano di questo argomento'. There are buttons for 'Ti piace' and a settings icon. A section titled 'Istruzione' contains the text: 'The Leonardo Da Vinci (TOI) OPEN SOUNDS project offers online training in a new dimension: the ability to remotely produce and share music inside a community of virtual and transnational studios.' Below this, there are tabs for 'Informazioni', 'Foto', and 'Mi piace'. The main content area shows a post from Brookline Music School with the URL 'http://www.facebook.com/events/424108610937...' and the date '11 aprile alle ore 20.26'. There is also a notification that 'OpenSounds Project ha aggiornato la sua immagine di copertina. 32 minuti fa'. The page is set to 'In evidenza'.

The Facebook project page with already about 200 fan
<http://www.facebook.com/opensoundsproject>

Below we have summarized the main advantages of the social networks exploited for the dissemination purposes. In the OpenSounds project dissemination through the social networks can allow:

- to disseminate information quickly;
- o disseminate resources, announcements, news, events;
- to make visible at all and in “real time” our project progress, results...
- to involve existing communities of European students, main project target group, to take part in the OpenSounds project



2.1.3 Events (section to be maintained constantly updated)

The partners participation to particular events is absolutely crucial for the dissemination and promotion of the project. Of course is necessary to plan also the organization of conferences / workshops / seminars or other events connected. The scientific coordinator and the project coordinator will be in charge the organization and the management of conferences or other project external events, in close cooperation with the WP leaders, who are in charge to take care of the operational realization of them.

The scientific coordinator and the project coordinator are in charge to check and verify:

- the consistency of the events with the project objectives
- the results in terms of participation, quality of the content, satisfaction of the target group
- the respect of the deadlines
- the planning of corrective actions, if needed, to be applied to future events;
- the assignments of new tasks in order to implement the guidelines of the project.

These activities, which are very important for developing the Project and reaching its goals, aim to:

- introduce the Project and the related activities
- introduce the Project Platform, products and related tools
- foster analysis and debate on application of NTS in the specific field
- entrust some users with a wider responsibility in the promotional action, once settled, so as to enhance the promotional action.

All this will require an in-depth knowledge of:

- existing tools
- instructions on the proper use of tools and resources loaded into the website
- tools for monitoring, reviewing and evaluating the results.

This means that some users may know not only know the Platform but also goals and solutions of the Projects in order to better contribute to improve the promotional action, therefore gaining a lead role in the action.

Through events such as seminars and workshops, it will be possible to take advantage of contributions and skills coming from the users involved in the promotional campaign may for the delivery of tutorial activities to broader target groups.

Each action in the framework of the campaign will also produce new material that will be loaded into the website together with reports on campaign results, relations on the closed experiences and proposals for improving activities and materials.

Enclosed in the last section of this plan (Appendix) there is the template to use for event reports and other dissemination activities. All instructions for completing the report are present in the section preceding the Table.



3. Exploitation

Together with the dissemination activities is necessary to plan also specific exploitation actions. Exploitation activities look beyond publicising the project, focusing on how we can:

- make the products more attractive to the target groups
- tailor the products to the needs of specific target groups, sectors or organisations;

An active participation of partners represents a key point to realize the promotion and dissemination of achievements and products.

Action strategies will emerge as a process: through the involvement of potential users and target groups, the relation of products to the real needs of end users will be continuously verified.

Each partner will be responsible for promoting and disseminating the project in order to optimize its value and impact in every relevant context. This process of enhancement will continue after the end of the project thanks to the action of actors/potential subjects involved.

Here some possible exploitation activities for the main target group (the European students network):

- news and newsletters in partners' websites and in main educational portals;
- communication actions focused on sharing contents and information via new channels offered by Web 2.0;
- sharing of video material on the project's official YouTube channel
- presence in events/conventions/seminars/workshops in the field where it will be possible to spread and hand out the project's dissemination material (leaflets, brochures, etc.)
- "contests" to motivate stakeholders to actively contribute in the upload of material in common areas of the platform, in the Make Music section and in the platform repository
- banners and link exchanges with reference portals in the field
- activation of the project partners' databases to the networks

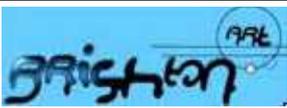
APPENDIX



Dissemination activities Report Template

<u>Project information</u>	
<u>Project title:</u>	<u>OPEN SoundS – Peer education on the internet for social sounds</u>
<u>Programme:</u>	<u>Sectoral Program Leonardo da Vinci.. Transfer of innovation (TOI) - 2011</u>
<u>Reference:</u>	N°: LLP-LdV-TOI-11-IT-624 N° LLP Link: 2011-1-IT1-LEO05-01908 CUP: G72F11000060006

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Date of elaboration	[20/04/2012]
Number of Pages:	27
Work package:	WP5

Partner Number	Country	Legal Name	Short Name	Logo
P0	IT	ISTITUTO DEFFENU	DEF	
P1	DK	EARMASER ApS		
P3	IT	Dipartimento di Ingegneria dell'informazione UNIVERSITÀ DI PADOVA	DEI- UNIPD	
P4	IT	MIDIWARE	MIW	
P5	IT	NUVOLE WEB SRL	NUVOLE	
P6	UK	BRIGHTON ART	BAL	
P7	UK	Institute of education UNIVERSITY OF LONDON	IOE	

Introduction

This document introduces on the report template of dissemination activities that aims to collect the information/data in order to make a list of all the dissemination and valorisation activities carried out by each partner during the project lifetime, out of forecast seminars and workshops already defined as direct project outcomes. All the information on dissemination activities implemented and collected in this document are essential part of OpenSounds project. All the activities declared in the following scheme will be included in the final report.

Description of the template

The table in Annex 1 (the report template) of this document is defined in order to collect and list all the dissemination activities that each partner carried out and keep on carrying out during the life time of OpenSounds project.

The table shows the main data and information that must be provided and collected for each dissemination activity. Following, the description how to fill in it.

1. Date and Venue :

Filling with:

- a) Venue and date of the events/ seminars/ conferences/ workshops/exhibitions/ festival/ concerts/
- b) **Or** only date of delivering and/or uploading news/articles/papers

2. Typology of activity implemented:

Describing one of the following category of activities implemented:

- a) Participation or exhibition or delivering a speech in Events/seminars/ conferences/ workshops/exhibitions/ festival/ concerts/ in which OpenSounds project was specifically mentioned and disseminated,
- b) **Or** uploading news in related website
- c) **Or** articles or papers in newsletters, magazines etc.

3. Short Description:

Providing a short description on the main topics of the activity implemented and the relevance with project objectives. In particular:

- c) Topics and relevance of the events/ seminars/ conferences/ workshops/exhibitions/ festival/ concerts/
- d) **Or** topics and relevance of the delivered speech in the events/seminars/ conferences/ workshops/exhibitions/ festival/ concerts/
- e) **Or** topics and relevance of the exhibition
- f) **Or** topics and relevance of the news on different website

g) **Or** topics and relevance of the articles of papers

4. Partner's role:

Describing the role covered in implementing the dissemination activity. In particular

- a) Simple participants to the events/ /seminars/ conferences/ workshops/exhibitions/ festival/ concerts
- b) **Or** Speaker at events /seminars/ conferences/ workshops/exhibitions/ festival/ concerts
- c) **Or** Exhibitor
- d) **Or** Writer of the news/articles/papers
- e) **Or** Simple dissemination through the upload of the news/article/papers in websites/newsletter and magazines

5. Number of people and participants

Providing a total amount of all the attendees of the events/seminars/ conferences/ workshops/ exhibitions/ festival/ concerts and the total number of the people to whom OpenSounds has been directly disseminated.

In order to determinate (when it is possible) the average amount of people reached in case of news in website or articles/papers in newsletters and magazines, it is necessary taking into consideration the website/ newsletter/ magazines data base related to the numbers and characteristics of their users.

6. Attached Annexes

Enclosing:

- a) Agenda and/or Programme and/or Leaflets and/or brochures and/or links of events/ seminars/ conferences/ workshops/exhibitions/ festival/ concerts/
- b) Copy of news/articles/papers in pdf format and/or providing a direct link to the website or newsletter or magazines on which is published
- c) Any other materials of dissemination

Annex 1: Report Template

Synthetic Frame of dissemination activities carried out by each partner

n.	° Date /Venue	Typology of activity implemented <i>(speeches in a seminar/workshops/events; stand expositions, uploading of articles/news/papers in related website/magazines etc.)</i>	Short Description <i>(Short description of main topics of the events or the speech or the articles or the expositions/ exhibitions or the news and the relevance in line with the project goals and mission, etc.)</i>	Partner's role <i>(speaker in the event/seminar/workshop, exhibitor, writer of the news/articles/ , loader of news articles in related website or magazines, etc.)</i>	Numbers of people/participants <i>(please provide both number of total amount of participants and number of people to whom you directly talk about the project)</i>	Attached Annexes <i>(event's programme, leaflets, brochures, copy of the articles or news or links to website page, etc)</i>
n.1						
n.2						
n.3						
Etc.						

