**ANNEX 4.1.3.4**

**TEMPLATE**

**Event agenda**

*(to be adapted according to the event and the visual guidance for each priority axis at*

<https://www.italy-albania-montenegro.eu/tools/visual-identity>*)*

***Event title***

***Venue, place, date***

|  |  |
| --- | --- |
| **00h00 - 00h00 Registration, welcome greetings**  **00h00 Start of the meeting – session 1** | |
| **ITEM 1** | **Title, speaker / trainer** |
| **Contents and inputs** | * Content description * File /references: Item01 …. |
| **Expected output** | * Expected output, e.g. participants gain new knowledge - skills |
| **ITEM 2** | **Title, speaker / trainer** |
| **Contents and inputs** | * Content description * File /references: Item02 …. |
| **Expected output** | * Expected output, e.g. participants gain new knowledge - skills |
| **ITEM 3** | **Title, speaker / trainer** |
| **Contents and inputs** | * Content description * File /references: Item03 …. |
| **Expected output** | * Expected output, e.g. participants gain new knowledge - skills |
| **00h00 End of the meeting** | |