

STAFF TRAINING WEEK

“Designing and Writing Successful European Projects with Artificial Intelligence”

AGENDA

SEPTEMBER 23 – 27, 2024

N.B. OWN LAPTOPS ARE WELCOME (to make study process smoother, but not a must have, we will work in the computer class).

PLEASE BE SURE TO HAVE:

- YOUR OWN CHATGPT FREE ACCOUNT ACTIVATED, EVEN BETTER IF YOU HAVE THE 4.0 PAID VERSION, RECOMMENDED BUT NOT MANDATORY (<https://chatgpt.com/auth/login?ssso>)
- YOUR OWN MICROSOFT COPILOT AVAILABLE (<https://copilot.microsoft.com/>)
- YOUR OWN FREE ACCOUNT ON CLAUDE (<https://claude.ai/login?returnTo=%2F%3F>)
- YOUR OWN FREE ACCOUNT ON GEMINI GOOGLE, (<https://gemini.google.com/app>)

IF YOU BRING YOUR OWN LAPTOP THE BASIC OFFICE TOOLS SHOULD BE AVAILABLE AT LEAST: WORD, EXCEL, POWERPOINT, PDF

Wifi: augstskola.lv

MONDAY, SEPTEMBER 23, 2024

Time	Activity	Details
11.30	Welcome coffee Room 303	Arrival of participants, meet and greet
12:00-12:30	STW2024 OPENING Moderator: Jevgenija Dehtjare Room 303	INTRODUCTION TO STAFF TRAINING WEEK Dr.oec. Jelena Titko, Vice -Rector for Sciences and International Relations, EKA University of Applied Sciences
12:30-13:50	LECTURE / WORKSHOP Room 303	European Digital Learning Network (DLEARN) Presentation Gianluca Coppola, Dlearn President (Italy)
14:00-15:00	Room 303	SPEED DATING and ICE BREAKING ACTIVITIES
15:10 – 16:00		Introduction to the course
16:00 - ...	WELCOME DRINK	In EKA café “Grāpis”

TUESDAY, SEPTEMBER 24, 2024

Time	Activity	Details
09.30-10.00	Welcome coffee Room 303	
10:00 – 11:30	LECTURE / WORKSHOP Room 205	Myths and Facts About ChatGPT: how to use smartly AI for writing and managing EU projects
11:40 – 13:10	LECTURE / WORKSHOP Room 205	Prompt Literacy: How to create effective prompts to get the best results from the AI's model
13:10 – 14:00	LUNCH Room 303	
14:00-15:30	LECTURE / WORKSHOP Room 205	Responsible Use of ChatGPT Writing with ChatGPT: how we can engage with the AI to improve the quality of our contents
16:00-19:00	RIGA CITY TOUR	Meeting place with the guide: EKA Lobby.

WEDNESDAY, SEPTEMBER 25, 2024

Time	Activity	Details
09.30-10.00	Welcome coffee Room 303	
10:00 - 11:30	LECTURE / WORKSHOP Room 205	Developing Winning Grant Proposal by the AI tools - Part 1 <ul style="list-style-type: none">- Find the right call- Understand the problem- Do your research- Dig in the past- Develop your concept
11:40 - 13:10	LECTURE / WORKSHOP Room 205	Developing Winning Grant Proposal by the AI tools - How get the excellence Part 2 <ul style="list-style-type: none">- Core Idea- Backbone- The Goals of my project- Contribution to Science
13:10-14:00	LUNCH Room 303	
14:00-15:30	LECTURE / WORKSHOP Room 205	Writing Winning Grant - The Implementation Part <ul style="list-style-type: none">- Work plan and resources- Deliverables & Milestones- Risks & Mitigation Actions- Role of Partners- Impact, dissemination and sustainability
17.00	EVENT	VISIT OF THE HOUSE OF THE BLACK HEADS - meeting at the place, Ratslaukums 7, Old Town

THURSDAY, SEPTEMBER 26, 2024

Time	Activity	Details
09.30-10.00	Welcome coffee Room 303	
10:00 - 11:30	LECTURE / WORKSHOP Room 205	CO-WORKING DAY - part 1 <ul style="list-style-type: none">- We will form small groups and will work together to write a new brand project using the AI and the notions learnt
11:40 - 13:10	LECTURE / WORKSHOP Room 205	CO-WORKING DAY - part 2 <ul style="list-style-type: none">- We will form small groups and will work together to write a new brand project using the AI and the notions learnt
13:10-14:00	LUNCH Room 303	
14:00-15:30	LECTURE / WORKSHOP Room 205	CO-WORKING DAY - part 3 <ul style="list-style-type: none">- We will form small groups and will work together to write a new brand project using the AI and the notions learnt
19:00	GALA DINNER	Neiburg Hotel&Restauraint, Jauniela 25/27, Old Town

FRIDAY, SEPTEMBER 27, 2024

Time	Activity	Details
09.30-10.00	Welcome coffee Room 303	
10:00 -12:00	STW2024 CLOSING Moderator: Jevgenija Dehtjare	Summary of results - Wrap up of the lessons learnt from the CO-WORKING DAY Q&A from the participants Technical information Certifications Greetings

Course author

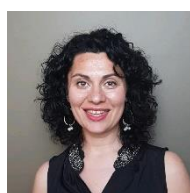


Gianluca Coppola is an entrepreneur, chartered accountant and chartered auditor specialized in design and reporting EU projects. He is as well, a researcher expert in education and training policies, funds and actions at European level, by 20 years now have been dealing with EU projects. During his career, he has been writing and winning 100+EU's projects and coordinating 500+ of them. He is regularly invited as an expert in conferences and seminars of an international nature as well as being part of numerous working groups of the European Commission on digital education as an expert. On the 2016 he was the founder of the European Digital Learning Network www.dlearn.eu. Moreover, he is an external expert for the evaluation of projects' proposals for the European Commission and for several other bodies managing European funds for which, every year, it evaluates approximately 200 project proposals. He is a senior trainer in several training courses on European projects and financial reporting for many private and public organisations in Europe by 15 years now. He is a former Member of the Board at EBN (European Business Incubator Network) the international network of 150+ quality-certified EU|BICs (business and innovation centres) and 100+ other organisations that support the development and growth of innovative entrepreneurs, start-ups and SMEs. He is now board member of several Working groups of the Commission dealing with the reform of the education. Gianluca has been publishing several articles on Vocational and Educational training.

Moderators



Dr.oec. Jelena Titko graduated from Riga Technical University (2005) and defended her dissertation in 2012. In 2008-2015 worked at Riga Technical University as an academic staff member and a researcher. Currently, holds the positions of the Vice-Rector for Science and International Cooperation and the Professor at EKA University of Applied Sciences, as well as a researcher at the Institute of Economics of the Latvian Academy of Sciences (LATVIA). She is an expert of the Latvian Council of Science in the field of Economics and Entrepreneurship and Education management. The author of more than 70 scientific papers in the field of economics, business, management and education. Expert representing Latvia in Eurydice study "Digital Education at School in Europe". She is an Editor-in-Chief of the journal "Economics and Culture" and a member of a scientific board of the journal "Business, Management and Economics Engineering". **E-mail:** jelena.titko@eka.edu.lv



Dr.oec. Jevgenija Dehtjare, Head of the Development of EKA Scientific Institution, Certified Career Coach, member of EUMMAS (European Marketing and Management Association) and NetworkIQ community. Graduated from Riga Technical University and worked at ISMA University of Applied Sciences (Latvia) as Business Administration in Tourism program director, Vice-Rector for Academic Affairs and researcher. The author of more than 55 scientific papers in the field of economics, business, management, tourism, hospitality and education. She is a member of the editorial board of the "Dnipro Scientific Journal of Public Administration, Psychology, Law" and member of EKA etECH Conference organising committee. **E-mail:** jevgenija.dehtjare@eka.edu.lv

EKA STW2024 Participants

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16	Bailoni	Lucia	Fondazione Istituto dei Sordi di Torino ONLUS	Italy	mobility@istitutosorditorino.org
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19	Beluza	Veronika	Alberta koledža	Latvia	erasmus@alberta-koledza.lv

EKA UPCOMING EVENTS

International Staff Teaching week – 2025, April 21-25, Riga <https://www.augstskola.lv/?parent=269&lng=eng>

ETECH Conference – 2025, April, 23-24, Jurmala <https://www.augstskola.lv/?parent=206&lng=eng>

TIPS:

How to get to hotel Metropole from Riga airport:

Bus 22 to the stop Autoosta, departs every 15 minutes, ride takes about 40 minutes, ticket price 1,5 EUR (QR ticket or at Narvessen shop).

How to get to EKA from Hotel Metropole:

Bus 52 Central Station – Daugava Stadium

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Trolleybus 13 Central Station – Lienes street

Bus 13 Central Station – Lienes street

Use 1,5h QR code tickets by Rigas Satiksme APP

OR the same tickets in Mobilly APP

Or you can buy printed tickets at Narvessen shops

For parkings payments – use Mobilly APP or credit cards

There are free of charge parking lots along the EKA building or we can let you in the EKA yard

Taxi - Bolt, Forus APPs.

Car sharings - CityBee (available also in Riga airport), Bold Drive, , Fiqsy

Riga public transport schedule <https://saraksti.rigassatiksme.lv/index.html#riga/en>

A food hall BURZMA (www.burzma.lv) is nearby the hotel Metropole on the top of GALERIJA CENTRS (Audeju, 16).

The biggest national food restaurant LIDO (Krasta 76)

Free Riga panorama is available of the roof of GALERIJA RIGA restaurants area (Dzirnavu 67).

Riga Art Nouveau Center – (Alberta 2)

Official RIGA page: <https://www.liveriga.com/en/>

In case you stay longer, cities worth to visit:

Jurmala (a resort city along the Riga gulf coast line in 40 km from Riga, train to Majori station)

Sigulda (best for Indian Summer photo session, train)

Cesis (Nice old town, train/bus)

Kuldiga (Romantic old town with longest waterfall in Europe, bus)

Ventspils (Capital of cows, nice town by the Baltic sea, bus)

YOUR HELP AND OPINION ARE VERY IMPORTANT!

At the end of the week:

Please fill the EKA STW2024 FEEDBACK SURVEY FORM! Many thanks in advance! or use the QR CODE:

<https://forms.gle/aR6MnG9GN2VCHJ6K8>

