

Date: 02-05 May 2019 Starting time: 16:00  
Location: Bar, MNE Hotel: Princess Hotel Bar

<b>Thursday, 02 May 2019</b>	
Before 16:00	Arrivals of participants
16:15 – 17:00	<u>Session I, <b>Opening Presentation &amp; Discussion</b></u> <b>Objectives, methodology and current situation in MFs</b> Marko Vasic <b>European Athletics and its approach to MF Development</b> Marko Vasic
17:00 – 18:00	<u>Session I, <b>Introduction and Analysis of the MF data received</b></u> Galia Puhaleva, Predrag Momirovic and Samuel Lopes
19:00	Dinner at the hotel
<b>Friday, 03 May 2019</b>	
	<u>Session II, <b>National Competition System</b></u>
09:00 – 09:30	<b>National Competition System - Overview</b> Galia Puhaleva 20min presentation and 20min discussion
09:30 – 10:00	<b>Structure, Facilities and Equipment</b> Predrag Momirovic 20min presentation and 20min discussion
10:00 – 10:30	<b>Technical Officials - Structure</b> Samuel Lopes 20min presentation and 20min discussion
10:30 – 11:00	Coffee break
	<u>Session III, <b>Competition Organization Guidelines</b></u>
11:00 – 11:40	<b>LOC composition, team services, logistics</b> Galia Puhaleva
11:40 – 12:20	<b>Venue management and set-up, day-to-day operations</b> Predrag Momirovic

12:20 – 13:00	<p><b>Competition management</b> Samuel Lopes</p>
13:00 – 14:30	Lunch
<p><b>Sessions IV to VII are Practical sessions.</b></p> <p>Participating federations are divided into 3 groups Group A (ALB &amp; KOS) Group B (MKD &amp; MNE) and Group C (BIH).</p> <p>Each group to start working on a specific competition which they shall deliver in the next months as pre-assigned.</p> <p>Each federation sits on a separate table. Galia, Samuel and Predrag circulate between the tables and help them in the planning (give advises, recommendations, make sure they don't forget anything important).</p> <p>The groups' tasks switch after each session.</p>	
14:30 – 16:00	<p><u>Session IV, Practical session</u></p> <p><b>MKD and MNE</b> LOC structure and recruitment (with Pedja) Accommodation and Transport (with Galia) Competition Management (with Samuel)</p> <p><b>ALB and KOS</b> Accommodation and Transport (with Galia) Technical management, Competition Officials (with Samuel) LOC structure and recruitment (with Pedja)</p> <p><b>BIH</b> Technical management, Competition Officials (with Samuel) LOC structure and recruitment (with Pedja) Accommodation and Transport (with Galia)</p>
16:00 – 16:30	Coffee break

<p>16:30 – 18:00</p>	<p><u>Session V, <b>Practical session</b></u></p> <p><b>MKD and MNE</b>  Venue set-up, Facilities (with Pedja)  Accreditation, Security (with Galia)  Event presentation (with Samuel)</p> <p><b>ALB and KOS</b>  Accreditation, Security (with Galia)  Event presentation (with Samuel)  Venue set-up, Facilities (with Pedja)</p> <p><b>BIH</b>  Event presentation (with Samuel)  Venue set-up, Facilities (with Pedja)  Accreditation, Security (with Galia)</p>
<p>19:00</p>	<p>Walk and Dinner outside in the restaurant</p>
<p><b>Saturday, 04 May 2019</b></p>	
<p>09:00 – 10:30</p>	<p><u>Session VI, <b>Practical session</b></u></p> <p><b>MKD and MNE</b>  Marketing, Sponsors, Branding, Signage (with Pedja)  Media and Communications (with Galia)  Crisis management, Technologies (with Samuel)</p> <p><b>ALB and KOS</b>  Media and Communications (with Galia)  Crisis management, Technologies (with Samuel)  Marketing, Sponsors, Branding, Signage (with Pedja)</p> <p><b>BIH</b>  Crisis management, Technologies (with Samuel)  Marketing, Sponsors, Branding, Signage (with Pedja)  Media and Communications (with Galia)</p>

10:30 – 11:00	Coffee break
11:00 – 12:30	<p><u>Session VII, <b>Practical session</b></u>  <b>MKD and MNE</b>  Volunteers, Uniforms, Catering (with Pedja)  Protocol, Ceremonies, Social Functions (with Galia)  Medical Services &amp; Doping Control (with Samuel)</p> <p><b>ALB and KOS</b>  Protocol, Ceremonies, Social Functions (with Galia)  Medical Services &amp; Doping Control (with Samuel)  Volunteers, Uniforms, Catering (with Pedja)</p> <p><b>BIH</b>  Medical Services &amp; Doping Control (with Samuel)  Volunteers, Uniforms, Catering (with Pedja)  Protocol, Ceremonies, Social Functions (with Galia)</p>
12:30 – 14:00	Lunch
14:00 – 15:00	<p><u>Session VIII, <b>Participants' presentations preparation</b></u>  Dedicated time with mentors to tighten the presentations  Mentors on request by each group</p>
15:00 – 16:00	<p><u>Session IX, <b>Participants' presentations</b></u>    <b>MKD and MNE</b>  Each federation presents what they've done at the practical sessions. 20min presentation and 10min feedback</p>
16:00 – 16:30	Coffee break
16:30 – 18:00	<p><u>Session IX, <b>Participants' presentations</b></u>    <b>ALB, KOS and BIH</b>  Each federation presents what they've done at the practical sessions. 20min presentation and 10min feedback</p>
19:00	Dinner at the hotel
<b>Sunday, 05 May 2019</b>	
09:00 – 10:30	<p><u>Session X, Working breakfast</u>  <b>Debriefing of the participants &amp; impressions</b></p>
After 10:30	Departures of participants