

INVITATION

Final Conference

COMET

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Communication for European Training Managers

Thursday, September 23rd 2010 – 9.30-16.00h
Castle Retzhof, Leibnitz, Austria (AT)

E.N.T.E.R. - European Network for Transfer and Exploitation of EU Project Results in behalf of the **COMET project consortium** has the pleasure of inviting you to the final conference of the *COMET project* funded within the action *Grundtvig in the framework of the Lifelong Learning Programme*.

Topic and objectives

The adult education and learning system occupies an important role in terms of socioeconomic growth, active citizenship and social responsibility. That is why effective internal and external communication processes are fundamental for the development of innovative learning products and services and to make them more attractive to potential beneficiaries. The communication issues in this sector concern internal staff, other stakeholders and project partners at local, national and international level and adult learners.

The aim of the COMET project is to strengthen adult education organisation by helping managers to gain ownership of a set of communication tools to be applied for reaching personal, company and community goals and meet the challenges of their profession and develop a training programme for them.

The conference will present to participants this training programme – the COMET course and all further outcomes of this 2-years transnational cooperation in form of thematic inputs and practical exercises.

The conference aims at promoting the discussion on the topic, changing experiences and establishing new contacts. Furthermore, the conference will support the dissemination of projects and their results funded within the framework of the Lifelong Learning programme.

Target groups

The target group of the conference are organisations and persons working in the field of adult education and the Lifelong Learning Programme and those who would like to get involved in this area.

- Venue** The conference will take place in the rooms of the education center Castle Retzhof in Leibnitz, Austria. The venue is located approximately 36km from Graz and can easily be reached by train or car. For further information please visit: <http://www.retzhof.at>
- Accommodation is available directly in the castle or in the close neighbourhood. For reservations or further information please contact Petra Kampf.
- Fees** The participation in the conference is free.
- If accommodation is needed the costs (including breakfast and dinner) are 150 Euros. For further information and reservation please contact Petra Kampf.
- Working methods** The conference will consist of key note speeches in plenary sessions and workshops presenting course elements and exercises. A European project fair will be held at the same time, where participants have the opportunity to promote their projects and to present, discuss and exchange products developed in European cooperation.
- Working language** English
- How to participate** Registration forms should be sent by email, fax or post by September 15th, 2010 to Petra Kampf. Registration forms are available for download at <http://www.spi.pt/comet> and <http://www.enter-network.eu>.
- Funding opportunities** Funding is possible within Grundtvig grants "Visits and Exchanges" provided by the national agencies. Please contact your own national agency for information on procedures and submission deadlines. http://ec.europa.eu/education/programmes/llp/national_en.htm
- The conference is therefore registered with the Grundtvig Training database with the reference number AT-2010-249-001 at <http://ec.europa.eu/education/trainingdatabase/search.cfm>.
- Contact** Should you have any questions or require any further information please contact:
- Ms. Petra Kampf**
E.N.T.E.R.
Geidorfplatz 2
8010 Graz, Austria
Tel: +43 316 329005
Fax: +43 316 329006
Email: petra.kampf@enter-network.eu
URL: www.enter-network.eu