

Vilnius Joint Meeting – June 8-10 2022

Venue: CENTER FOR PHYSICAL SCIENCES AND TECHNOLOGY (FTMC)

Saulėtekio av. 3, LT-10257 Vilnius, Lithuania

<https://www.ftmc.lt/en>

The meeting is co-organized by Vilnius University (<https://www.vu.lt/en/>)
and BASNET Forumas (<https://www.basnetforumas.eu>)

Summary of the programme

Wednesday June 8

MC meeting and WG meetings

8:30. *Pick-up of MC members by private bus in Vilnius city centre and transfer to the venue. Meeting point is at Cathedral Square, parking to the right side from Cathedral*

9:00-9:30 Registration in the Lobby of FTMC

9:30 to 13:00 3rd Management Committee Meeting, FTMC Conference Hall A101

9:30 - 11:00 Information on the action progress (part 1)

11:00 -11:30 *Coffee break at FTMC Lobby*

11:30 -13:00 Planning and decisions (part 2)

13:00-13:15 *Family Photo in the FTMC Lobby*

13:15 -14:30 *Lunch at the Vilnius University library (MKIC) cafe outside FTMC*

14:30 to 18:30 Working Group meetings and Local Stakeholders' meeting

14:30-15:00 plenary session to introduce the WG meetings, FTMC Conference Hall A101

15:00-16:30 parallel sessions of WG1, WG2, WG3, WG4 at FTMC hall A101 and 1,2 rooms in MKIC A103

WG5 and WG6 members will distribute themselves in the parallel WG1, 2, 3, 4 sessions to prepare for the sessions on the next day.

16:30 Pick-up of MC members by private bus to Vilnius University historical buildings Meeting point- FTMC Central entry

17:00 to 18:30 networking meeting in Vilnius University historical buildings, in **Aula Parva** University str. 3, Vilnius.

*19:00 Official dinner in Vilnius at Restaurant **Grey**, Pilies str. 2, Vilnius*

<https://www.restoranasgrey.lt/index.php/en/>

Thursday June 9
WG meetings

8:30 *Pick up of WG members by private bus in Vilnius city centre and transfer to the venue. Meeting point Cathedral Squire, parking to the right side from Cathedral*

9:00 Registration in the Lobby of FTMC

9:30 to 13:00 Transversal Working Group meetings at FTMC Hall and 1, 2 rooms in MKIC A103

9:30 - 11: 00

- Transversal session of WG5 and other Working Groups, **NTMC large Hall?**
- In parallel: Stakeholders' Board session facilitated by the Stakeholder's Board Coordinator **Room No1 in MKIC A103?**

11:00-11:30 *Coffee break at FTMC lobby*

11:30 to 13:00 in FTMC Hall A101 and in MKIC two rooms in A103

- Transversal session of WG6 and other Working Groups
- In parallel: Science Communication session facilitated by the Science Communication Officer

13:00-14:00 *Lunch at the Vilnius University library MKIC cafe outside FTMC*

14:30 to 18:00 Contributions of the Working Groups to the Conceptual Framework

14:30 -16:00 Parallel sessions of each WG dedicated to the Conceptual Framework in FTMC Hall A101 and 1 and 2 rooms in MKIC in A103

16:00-16:30 *Coffee break at FTMC Lobby*

16:30-18:00 Plenary session of all Working Groups to share inputs and decide next steps

18:00 End of the working groups meetings

18:15 *Pick up of MC members by private bus to Vilnius University centre-Cathedral squire. Meeting point- FTMC Central entry*

Friday June 10
Core Group Meeting,
FTMC Saulėtekio av. 3, Room D401

9:00. *Pick up of CG members by private minibus in Vilnius city centre and transfer to the venue. Meeting point Cathedral Squire parking to the right side from Cathedral*

9:30 -11:00 sharing outcomes of the Vilnius meetings

11:00-11:30 *Coffee break*

11:30-13:00 planning of the next grant periods

13:00-14:30 *Lunch*

14:30-16:00 Closing session and wrap up

16:15 Pick up of WG members by private minibus to City Centre Cathedral Square.

Meeting point at FTMC entry

Practical information

According to the last version of COST “**annotated rules**” (formerly known as the “Vademecum”) the local organiser can provide only coffee breaks and refreshments; meals, accommodation and local transportation must be paid by each participant on her/his **daily allowance** (183€ per day in Lithuania). In addition, long distance travel expenses (more than 100 km) are reimbursed upon presentation of the invoice. The last version of the “annotated rules” is available on the COST website: <https://www.cost.eu/uploads/2022/02/COST-094-21-Annotated-Rules-for-COST-Actions-Level-C-2022-02-15.pdf>.

Participants are invited to sign the **attendance list** in the **morning and in the afternoon** each day. Signing the attendance list is a condition to claim the reimbursement of expenses after the meeting.

As the venue is located approximately 7 km from the center of the city, the local organizer has arranged for us **private bus transfers** from the city center to the venue. *Meeting point is in the Cathedral Square parking to the right side from Cathedral.* We strongly recommend you use this transfer service offered by the local organizer and choose a hotel near the pick-up location. The venue can also be reached by public transport (trolley No 2 and bus No 10) from the city center in about 30 to 50 minutes.

Lunch will be paid by each participant at the desk of the VU Library Café. The Café will prepare for participants 3 special menus, including meat, fish, and vegetarian options. The cost is approximately 10-15€.

Official dinner will be paid in advance online, please register here: <https://www.basnetforumas.eu/cost-action-ca-0137-voices-mc-meeting/> or <https://forms.gle/7aWFn2huYwqsJCV8A>

The price is 40€. If online payment is impossible, please, the alternative option is to pay in cash at the registration desk on June 8. Please provide the exact amount as we cannot guarantee that we will be able to give change. Tickets will be handed out at the registration desk and will be requested by the restaurant in the evening. Except in exceptional cases, we kindly ask you to attend the official dinner. This meeting is the only face-to-face meeting of the first grant period, and it is important that we use this time to get to know each other better.

Participants organize their **accommodation** in Vilnius as they wish. We recommend choosing a hotel in the city center, close to the bus pick up location. Plenty of options are available on Booking.com or other reservation systems. Tourist information is available on <https://www.govilnius.lt/visit-vilnius>.

Regarding **reimbursements after the meeting**, expenses are claimed through the e-cost platform. You will receive a message with a link after the meeting. The only justification to provide for the daily allowance (DA) is the signature on the attendance list, you do

not need to keep and send invoices for expenses covered by the DA. Just indicate when you left your home and returned, the DA will be calculated automatically.

For the long distance travel expenses, the distance is calculated by the e-cost platform, and you need to upload documents mentioning the price, the name of the traveler, the date, the time, and the route. **Please, claim the expenses as soon as possible after the meeting to speed up the reimbursement process.**

For online participants: Please accept the invitation sent by e-COST, but do not claim expenses. We will send you links to participate online a few days before the meeting. We will invite you to sign the virtual attendance list using the chat.