Title

## Where and When?

Location if it’s organized in a specific place or the type of place where the activity could take place.

Date if some, or the duration of the activity.

## What?

Presentation of the activity

What do we want to do?

## Who and Why?

Context

Who are you? Present you profile, background, team, value…

## The questions that drive us: (Optional but better)

Why do I do this project? Why is it helpful? What are my values?

What solutions am I offering with this workshop?

## The answer:

Use keyword and develop the concept that it is implied.

## Inspiration:

Why are you concern by this very project?

## How?

This part is important; you have to give an idea of the methodology you are using during the activity.

The methodology could contain for example: the way of working: team, individual, 1by1,… ; the rhythm of the activity; the learning process that is involved in the activity.

## Who?

For what kind of people this project is directed?

(EU members, youngsters, immigrants, women, schools,…).

Fee?