



ERASMUS Intensive Programme 2012-2013

Lighting Design: state of the art and trends

Athens, June 24 – July 5, 2013



Newsletter No.1, Nov 2012

Dear All

It is time to start our IP Erasmus project 2012-2013. Our contact will be continuing until August 2013. During this period we need your cooperation and contribution in order to achieve the maximum effort. IP Erasmus involves three stages:

- Stage 1 is the preparation and contact with all partners (Nov2012 - May 2013),
- Stage 2 is the summer school (June 2013) and
- Stage 3 is the preparation of final report (July - August 2013).

Stage 1: following activities should be undertaken

WP1-1 November 2012. Creation our website.

- The first version is located by <http://ip2013.eap.gr/index2.php> .
- Please check the content and send me your comments.
- Send to us asap your Logo-University in order to be uploaded at home page.
- Please, read carefully Info>General Information. Therein you can find very important notice about subsistence costs and travel expenses for your students and lecturers.

WP1-2 November 2012.

- The actual IP will take place from Monday June 24 until Friday July 5, 2013.
- Please check lecturers' and students' availability for this period and inform me if timetable does not fit well. Changes should be limited.
- If you want to stay private in Greece, you can arrive earlier and/or leave later. If not, students will arrive on Sunday 23th June and departure on Saturday 6th July, while lecturer's stay depends upon the total duration in days per each partner. See file: [stud-teachers for IP2012-2013](#).

WP1-3 November 2012.

- Define the participating lecturers from your University. Before doing that, please confirm the max no. of incoming teachers in the excel file: [stud-teachers for IP2012-2013](#).
- Define their topics according to your previous statement (see file [partner's topic](#)). Each topic corresponds to a two-hour lecture (90-100min). Every lecture can fit to the programme rather by morning session (TM) than by afternoon (TA).
- Lecturers can also participate in students' project work during afternoon sessions.
- Every partner has limited number of topics TM and/or TA. See availability and distribution by excel file: [stud-teachers for IP2012-2013](#).
- Please inform us about lecturers' selection list (Name, Surname, Sex, Nationality, email, mobile, scientific field).
- A short CV or a link from each lecturer will be useful. Please send it for uploading.

WP1-4 December 2012.

- As far as topics are estimated, we have to prepare the programme in order to have a first idea about lecture's contribution.
- We plan 15 lectures during morning sessions and 16 ones for afternoon. Morning sessions are referred to theoretical aspects, while afternoon ones are focused to student's group works.
- Open the file ([Lide programme version 0](#)) and have a look to the available TM and TA modules.
- According to your travel plan, select day and hours for your lecture (i.e. replace AfT with your name). Save the file and sent it to me.



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WP1-5 January 2013.

- Call of interest for students' participation via internet and/or official departmental announcement.
- Due to the dissemination rules we need from you all these documents in order to attach them in the final report.
- A short CV from each student is welcome.

WP1-6 January-March 2013.

- Preparation and submitting the renewal application form for the second-year IP Erasmus (2013-2014).
- Decision for the new IP location (summer 2014).

WP1-7 February 2013.

- Selection of students according to their specific knowledge in the related fields.
- Select 2 more substitutes.
- Important issue was the good knowledge of English language and the ability to work in international teams. Students' selection is up to you. Send us your students' selection rules in order to attach them in the final report.
- Please inform us about students' selection list (Name, Surname, Sex, Nationality, email, mobile, scientific field).

WP1-8 March 2013.

- Organizing committee will look for the students' accommodation.
- Every lecturer can book his/her accommodation in Athens either by him/herself or after our suggestion.

WP1-9 March-April 2013.

- All participating members (students and teachers) should proceed to issue their flight ticket and send to us an e-ticket confirmation indicating passenger's name, destination (Athens, Greece) and dates.
- Please buy your ticket as early as possible in order to achieve cheap prices.
- Maximum payment for travel expenses are up to 420 euros.
- Payment for visa is included to the 420 euros. Please take a receipt and deposit it to us upon arrival.

Important notice

1. All payment will be in euros.
2. All flight invoices should be in euros. If not in case we follow the exchange rates of the Bank of Greece (see i.e. http://www.bankofgreece.gr/Pages/en/Markets/isotimies/BoG_Isotimies.aspx?Deltio=1)
3. Please pay attention by your choosing of cheap air flights. Probably they do not issue invoices. If so, avoid them. Deposit of invoice is strictly necessary for the payment.

WP1-10 April 2013.

- Prepare your lectures in power point presentation. Connection via internet will be possible during sessions.
- Please, prepare your lecture rather as an interactive tool than content with many words. After couple of hours students become tired and lectures are boring!!
- Due to dissemination reasons, all lectures are uploaded to webpage >Downloads in pdf format.
- Please avoid copyrights violation or refer to the source.