



REGATRACE

Renewable Gas Trade Centre in Europe

D8.1 | Dissemination, Communication and Exploitation Plan

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1. Introduction

The overall aim of the REGATRACE (**RE**newable **GA**s **TRA**de **C**entre in **E**urope) project is to create an efficient trade system based on issuing and trading biomethane/renewable gases Guarantees of Origin (GoO) with exclusion of double sale.

Although some Biomethane GoO issuing bodies are already operating in several European countries, a Europe-wide trade centre for biomethane and other renewable gases is necessary for enabling investments to supply the whole European market and for promoting cross-border biomethane trade.

This objective will be achieved through the following founding pillars:

- European biomethane/renewable gases GoO system
- Set-up of national GoO issuing bodies - Integration of GoO from different renewable gas technologies with electric and hydrogen GoO systems
- Integrated assessment and sustainable feedstock mobilisation strategies and technology synergies
- Support for biomethane market uptake
- Transferability of results beyond the project's countries

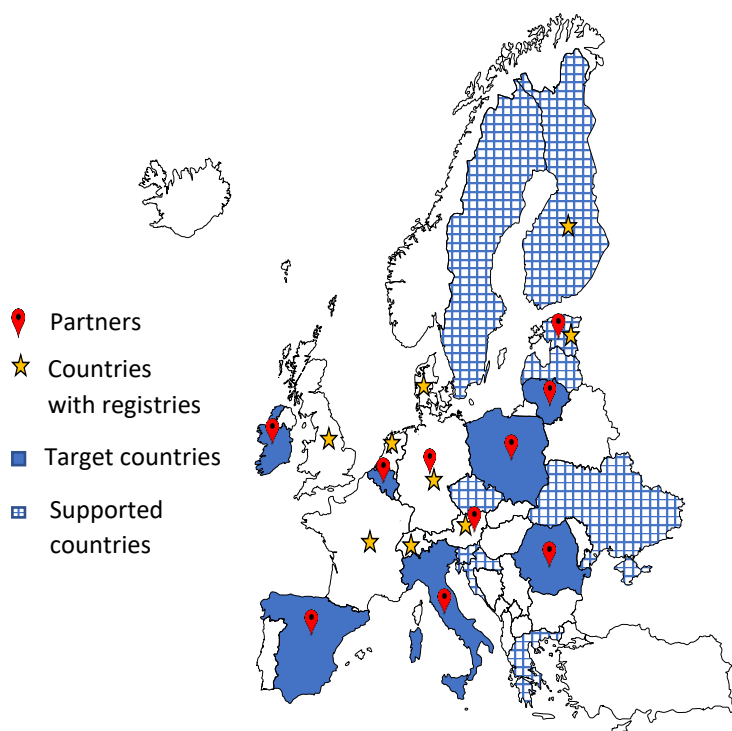


Figure 1. REGATRACE countries

A trading platform will be designed where qualified and admitted economic operators can trade GoO with harmonised and controlled data content.

The network of issuing bodies will be established by including existing national biomethane registries (in AT, CH, DE, DK, EE, FI, FR, NL and UK) and by establishing issuing bodies in the “target” countries of the project (Belgium, Spain, Ireland, Italy, Poland, Lithuania and Romania). The GoO issuing bodies will be connected through a centralized hub serving as a dedicated technical interface.

Subsequently, this hub would be connected to a dedicated biomethane/renewable gases trading platform that can be used to trade biomethane/gases GoO directly among the admitted participants or members of the trading platform (producers, consumers, brokers, market makers, investment

funds, etc.) in any location. In addition, REGATRACE will also address countries that will be supported to pave the way for the set-up of registries and to elaborate national visions and roadmaps for biomethane (HR, CZ, EL, LV, UA, SE and SI).

A stable, reliable and common market for biomethane and other renewable gases in Europe plays an important role to achieve EU political targets and to decouple the energy systems from fossil fuels: biomethane/renewable gases can be produced from waste or residual streams of organic material and they can be transmitted and stored in existing infrastructures, so allowing to combine the European natural gas and electricity grids.

REGATRACE will not limit its activity to biomethane (the biomass and bio-waste sourced fuel) but will also handle renewable methane produced both under the Power-to-Methane concept and through biomass gasification with subsequent methane synthesis.

The REGATRACE consortium is composed by 15 partners from 10 European countries.

2. Structure

The present deliverable D8.1 *Dissemination, Communication and Exploitation Plan* describes the communication strategy underlying all promotional, informative and outreaching activities that will be performed over the course of the project.

This deliverable details the project communication objectives (3), identifies and prioritise target stakeholders (4), defines key messages (5) to deliver as well as tools and strategic channels (6) to be used. In addition, the deliverable sets up procedures for monitoring communication activities (8) carried out by all the project partners throughout the project with the purpose to assess communication impacts.

The deliverable is conceived as a living document to be updated as the project progresses. All the updates and adjustments will be reported in the *Final Report on dissemination, communication and exploitation* (D8.7), which is intended to give evidence of the communication effort and the impact of the planned activities.

As Leader of the WP8, the European Biogas Association (EBA) will be responsible for the overall monitoring of the communication activities. Nevertheless, all project partners will contribute to disseminate and communicate the project within their networks and will provide their feedback in order to ensure the impact assessment of the communication and dissemination activities.

3. Objectives

The key purpose of the REGATRACE communication strategy is to properly and effectively communicate the project scope, objectives, results and impacts to the interested audience and finally engage a variety of stakeholders to project activities.

The dissemination and exploitation measures aim:

- to inform the target groups about the activities and the outputs of the project;
- to disseminate the project's results at dedicated events all around Europe as well as in scientific publications;
- to valorise the results of the project during and after its lifetime (through a dedicated website);
- to ensure open access to the results produced by the project.

All these measures will help to increase and improve the knowledge of the biomethane community about the existing non-technical barriers to pave the way for their overcoming, for uptake, development and consolidation of the biomethane market.

4. Target audience

The REGATRACE communication action will be shaped according to the needs of the different target groups and consistently to their immediate or more long-term strategic importance for the project. This will allow to strategically plan the communication campaign, determining the most appropriate communication channels to be used as well as the messages to be delivered.

The strategy identifies different types of ecosystem members as follows:

- **Decision makers and politicians on regional, national and EU-level.** These will be provided with valuable experiences for information decision making on framework conditions for enhanced, sustainable and viable production and use of biomethane as renewable energy source.
- **Organisations and Interest Groups** willing to increase energy-efficiency and therefore interested to support the dissemination of the knowledge of REGATRACE: e.g., associations/organisations (farmers associations, biogas associations) and networks of municipalities, cities, and regions, public transport operators' associations, networks of energy-agencies, European Commission, European Parliament.
- **Existing and potential feedstock suppliers:** this group, being the starting point of biomethane supply chain comprises farmers, sewage, wastewater and municipal waste companies/authorities etc. A focus will be put on suppliers providing alternative feedstock - from undisputed resources, not competing food supply, sustaining natural cycles, reliable logistics and low conversion losses and feedstock that can also be provided in winter.
- **Biogas/Biomethane plant investors and producers:** these can be private and public companies and authorities, as well as a group of citizens when it comes to financing models of biogas plants. These shall ensure viable approaches for setting-up and running biomethane plants as well as ensuring a location with possibilities for economic grid-injection and/or customer supply.
- **Energy distribution companies are of utmost importance to ensure supply from the production site to the customers.** Key actors in this field are owners/operators of gas grids for grid-injection as well as public/private filling operators for the direct use in transport.
- **Municipalities, cities, and regions and interest groups willing to set up a biomethane supply chain in their region** (e.g. to diversify regional economy) and being in charge for permits for biomethane plants construction. Together with biomethane interest groups, this type of key actors on biomethane production can act as multipliers and will spread the REGATRACE approach within their local/regional/national community and the networks, which will be set up within the project and target the policy level for improving the framework for the use of biomethane.

- The **general public** will be shown the diverse benefits of a biomethane economy (in environmental, economic and social terms), in order to increase their awareness and to defuse the “NIMBY” resistance (not in my backyard) in some countries.

5. Key messages

REGATRACE is aiming at setting up the biomethane registries (GoO issuing bodies) in the “Target countries” of the project (BE, ES, IE, IT, PL, LT and RO) and prepare the ground for setting-up national biomethane registries in the “Supported countries” (Croatia, Greece, Czech Republic, Latvia, Ukraine, Slovenia and Sweden).

In order to inform and educate the audience on the need of a trading platform where qualified and admitted economic operators can trade GoO with harmonised and controlled data content, a set of key messages will be developed, focusing the main impacts of the project:

- The cross-border biomethane trade is highly beneficial for sustainable feedstock mobilization strategies. Organic waste streams (through anaerobic digestion technology) available in those European countries which do not provide sufficient domestic support for biomethane production can be used through the subsequent distribution of the produced biomethane all over Europe through the natural gas network;
- REGATRACE project will result in developing at least 30 new biomethane investment projects in the Target countries (BE, ES, IE, IT, LT, PL and RO), plus EE by 2025 with the investment value of 150-180 M €, reaching an added production capacity of about 720 GWh of biomethane yearly;
- The expected impact of the REGATRACE project would be a five-fold increase of biomethane production in the eight countries above by 2025;
- Through the establishment of the biomethane trading platform, REGATRACE will dramatically increase the level of cross-border trade with biomethane Guarantees of Origin in Europe. The envisaged cooperation of 16 GoO issuing bodies in 16 countries, i.e., those with registries (AT, CH, DE, DK, EE, FI, FR, NL and UK) and target ones (BE, ES, IE, IT, LT, PL and RO) in the frame of their European network, will result in GoO trading turnover of 500 GWh by 2025 and 2.500 GWh by 2030;
- The REGATRACE project will contribute to more informed policy, market support and financial frameworks and to build consensus among all stakeholders about the ways of promoting the biomethane industry in the Member States.

6. Communication tools and activities

The REGATRACE communication campaign is designed to attract a broader audience to the project’s activities. A mix of actions will be undertaken for presenting the project in a comprehensive way, through a series of communication channels.

The REGATRACE communication strategy includes the use of both traditional and innovative communications tools:

- Project branding, including a visual identity and logo;

- The design and printing of a project leaflet and roll-up;
- Networking and transferring the knowledge of the project beyond its community by organising dedicated events in other European countries outside REGATRACE for replication;
- Using social media platforms, such as Twitter and LinkedIn, to convey non-scientific messages to a broader audience;
- Participating in major events attended by REGATRACE's target groups;
- Appearances in the local/national/international press and active participation on TV/radio programmes;
- Mutually exchanging and interacting with other relevant projects.

6.1 Project logo

Professional graphic designers shaped and developed the REGATRACE logo as shown below in order to allow the partners to communicate more effectively with the target audience and the general public. The logo was designed to be easily recognisable by the broader public and represent the visual element to be used for all the communications, as it acts as the trademark of the project.

The logo is composed by three elements:

- The project name (REGATRACE), written partially in green to recall and emphasise the renewable aspect;
- The slogan (Renewable Gas Trade Centre in Europe), which is intended to explain the aim of the project and its acronym;
- The key image, which illustrates a gas flame with arrows to recall the creation of an efficient trade system.



Figure 2. REGATRACE logo

The correct position and use of the logo as well as details on its colours can be found in Annex I.

6.2 Project Templates

Within REGATRACE eight templates have been designed and will be available for download.

6.2.1 Project PowerPoint Template

With the aim of facilitating the recognition of the REGATRACE project, a presentation template has been designed in PowerPoint. This template is consistent with the style of the logo, in terms of colours and layout.

The presentation template will be used in all events and meetings where REGATRACE's activities and results are presented, including project meetings. Detailed description of the presentation is provided below as part of the Annex I.

6.2.2 Other Templates

Seven other templates have been designed for different purposes as follows:

- Document templates (to be used for meeting minutes, agenda and reporting)
- Letter template
- Newsletter template

These are consistent with the visual identity of the project. All templates have various predetermined elements, such as design, font and font size, headlines, bullet points, etc. that must be strictly respected by the REGATRACE consortium.

Details on the different templates can be found in Annex I.

6.3 Project website

The project website, already functional and online, is a powerful communication tool which will ensure a widespread diffusion of the project, its objectives, activities and results.

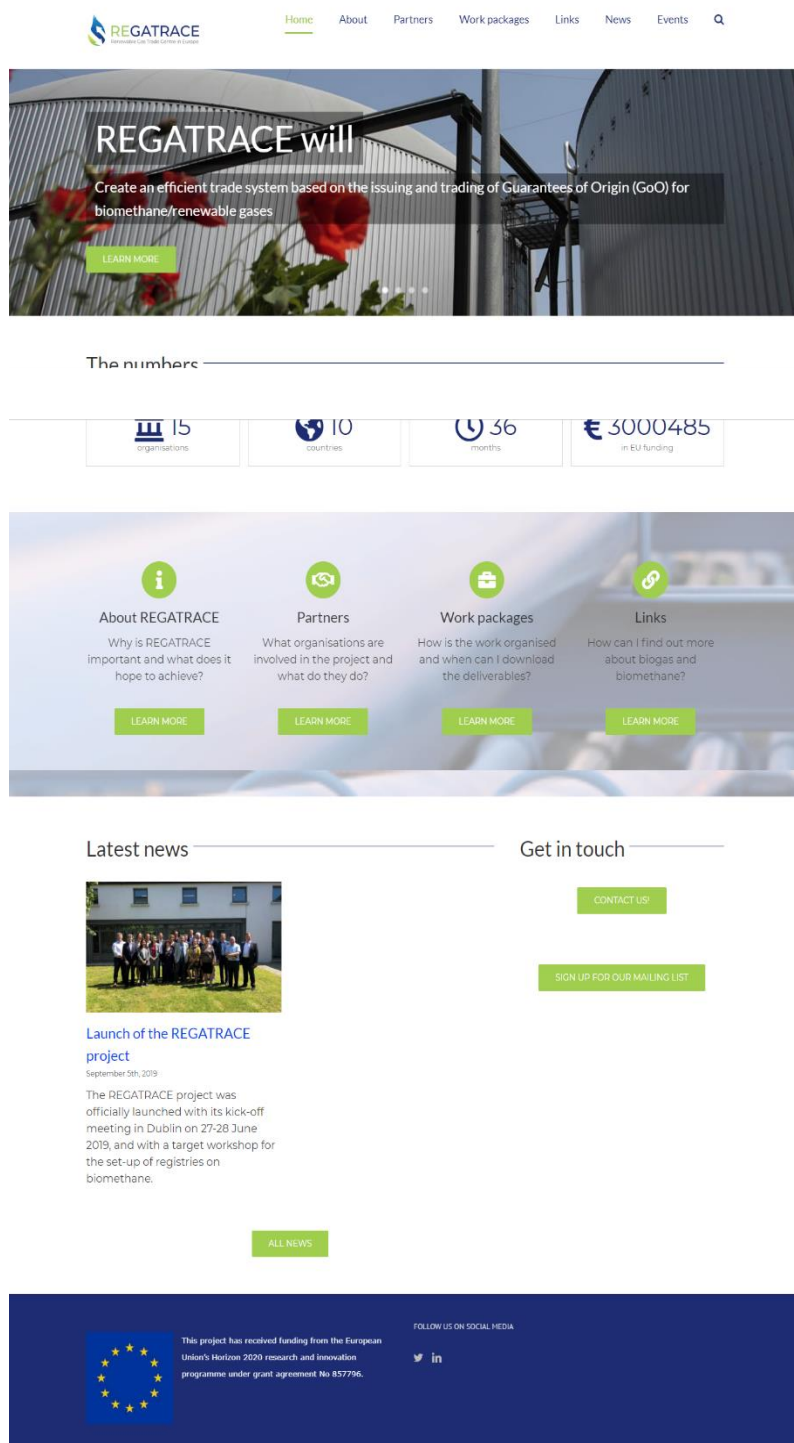


Figure 3. REGATRACE website - Homepage

The website allows users to easily navigate through the sections and the sub-sections and find the desired content. It features a general description of the project, a section with links and contact information for the partners, a section featuring all public project deliverables, a section for news and events, and a section with links to other projects addressing similar challenges.

The project website uses responsive design, which allows for a seamless browsing experience from various devices. This responsiveness is increasingly important for online communication.

The project coordinator (ISINNOVA, in quality of leader of task 8.2 - "Project website", has designed and developed the project website with input and contents provided by all the partners. ISINNOVA will be responsible for maintaining and regularly updating the website throughout the project. The project website will be delivered at the beginning of the project (M5). The website is using Google Analytics to monitor the website's reach and engagement.

6.4 Social media and channels

REGATRACE will also reach some of its target audiences through social media channels. To this end, dedicated accounts have been created for each channel and a content maintenance plan will be put in place for managing the streaming of information across the channels to increase and maintain followers.

Early on, social media tools will be established for promoting the project, using its news, events and other information. As the project progresses, results and achievements will be disseminated using these tools.

6.4.1 Twitter page

The REGATRACE Twitter account has been created by EBA and it will be fed with the project's news, highlighting activities, participation in events, meetings, and conferences. All partners will contribute to keep this account alive by providing inputs regularly. Partners are also encouraged to provide announcements, to include the REGATRACE hashtag in relevant posts, and to retweet posts from the REGATRACE Twitter page. Twitter activity will be monitored through Twitter analytics and other specific tools, like Tweetdeck if needed.

Twitter account: @Regatrace

Twitter hashtag: #Regatrace

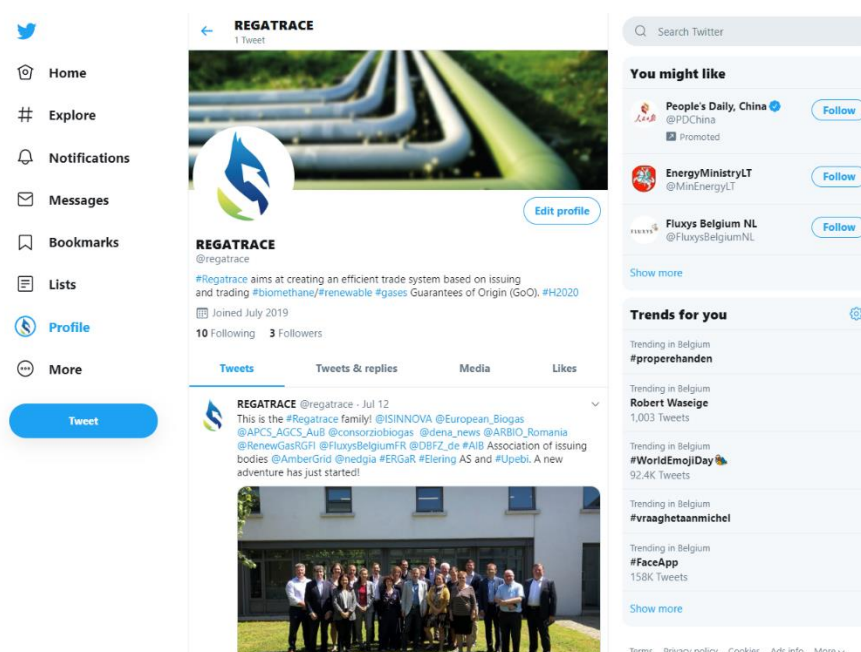


Figure 4. REGATRACE Twitter account

6.4.2 LinkedIn page

A REGATRACE LinkedIn account has also been created to reach a wide range of professionals concerned about the topic addressed by the project with the purpose of engaging them. LinkedIn activity will be monitored through the LinkedIn analytics.

The LinkedIn webpage is reachable at:

<https://www.linkedin.com/company/regatrace/?viewAsMember=true>

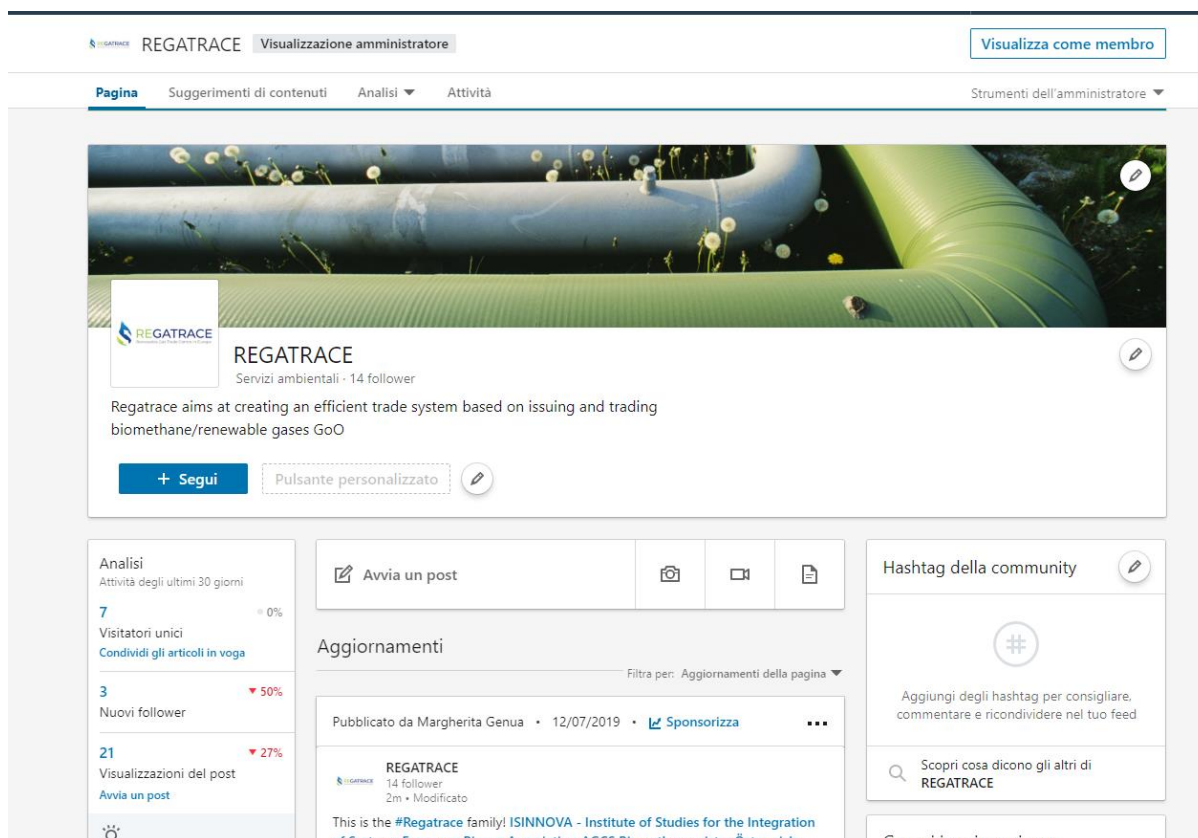


Figure 5. REGATRACE LinkedIn account

6.5 Project leaflet

To help publicise the REGATRACE project, a project leaflet will be designed and distributed to various channels. The project leaflet will be circulated in conferences and workshops with the aim of generating interest among the target audience and to establish contact with them, starting from the very beginning of the project.

It will provide a short overview of REGATRACE, as well as information on the project's aims, activities and expected results. It will be created in English and translated into all partners' languages. The project leaflet will be designed by EBA in A5. A Ready-to-Print version will be shared with all the project partners so that they can print and distribute the project leaflet at events. A digital version will be also available on the project website and shared with the partners, so that they can circulate it through their respective websites and networks.

6.6 Project roll up

The project roll-up will be designed in M5 as foreseen in the Grant Agreement. It will be used mainly at events, such as exhibitions, workshops, conferences, to gain attention of participants. The roll up will consist of the following elements:

- REGATRACE logo, EU emblem and statement of the H2020 funding
- An eye-catching picture
- A brief description of REGATRACE objectives and expected impacts
- The LinkedIn and Twitter icons
- The link to the REGATRACE website

6.7 Media Relations

Media relations will be established, with articles and at least three press releases: one at the beginning of the project, one after the project's mid-term and one for the final conference. Scientific and regional press will be invited to the workshops and site visits.

All project partners will work with the press individually (at the European and national level) to present their work to their respective target groups and key actors, in order to enhance networking and communication with them. This can be done via press releases and press conferences as well as through articles for specialist magazines and in local, regional and national papers. All press coverage will be available on the REGATRACE website to assess the success of the project and will be monitored via a dedicated monitoring tool as detailed in Chapter 8.

6.8 Project newsletter

The project newsletter is one of the main communication tools that will keep the target audience informed about the project's progress. Six e-newsletters will be prepared (at six-month intervals) by EBA and disseminated through its network over the course of the project. Each newsletter will feature concise articles and updates from across the work packages. Contents will be based on deliverables, key updates, publications and attended and upcoming events. Every newsletter will consist of a first page presenting information on a dedicated project topic. The second page of the newsletter will cover the sector developments in the countries of REGATRACE's partners.

The newsletters will be translated into all the other languages of the project countries to enable partners to reach stakeholders and target groups in their countries.

All the newsletters will be downloadable from the website and will be promoted on REGATRACE's and the partners' social media channels, to maximize their diffusion.

EBA will be responsible for designing and preparing the newsletter, while all the partners will be committed to provide timely reporting on project progress and results in their respective work packages.

6.9 Final booklet

A final booklet will be produced in order to provide a summary of REGATRACE's main achievements and recommendations, and to increase the involvement of multipliers and businesses. This publication will be produced in English and will be translated into the languages of the REGATRACE countries. It will be available both in digital as well as printed format (200 copies in English and 50 per country) and will be downloadable from the website.

6.10 European transferability

Over the course of the project, REGATRACE partners will be encouraged to participate in events related to the biogas/biomethane sectors in order to give visibility to the project. Events encompass conferences, workshops, symposia and are aimed at enlarging and reinforcing the community around the REGATRACE project. Project partners will identify the most suitable conferences (3 per partner) that deal with the production and use of biomethane.

In addition, REGATRACE will ensure the proper exploitation and transferability of its results through the organisation of 7 workshops in non-partner countries (e.g., in Bulgaria, Luxembourg, Norway, Portugal, Hungary, Serbia and Slovakia). These workshops will represent, through the involvement of the main national and local stakeholders, the kick-off step and a visible milestone in the development of concepts (e.g., on registries, GoO, trading system, Power-to Methane sustainability etc.) elaborated within the project, with the aim to produce a replication effect outside it. Around 20 stakeholders in each of the 7 target (BE, ES, IE, IT, LT, PL and RO) and of the 8 supported countries (HR, CZ, EL, EE, FI, LV, SI and UA) will be involved in the participatory workshops organised in WP6, for a total of around 300 stakeholders in the 15 countries.

6.11 Final Conference

A full-day final conference (around 100 participants) will be organised upon completion of the project, presenting the main results. This conference will be open to all and will address the target groups and key actors that have supported the project and that are interested in the field of biomethane.

7. Synergies

REGATRACE envisages the opportunity to create and establish synergies with other projects and initiatives. These collaborations will be based on reciprocal benefits in terms of:

- Knowledge exchange among projects
- Maximising the projects impacts
- Avoiding overlapping

The collaboration will consist in co-organising joint events; mutual participation to each other's events; bilateral promotion of events and news via respective websites, newsletters and social media; project logo insertion on project communication material.

8. Monitoring and Reporting

As WP leader, EBA will regularly evaluates impacts and results achieved through the communication activities, in order to ensure an accurate monitoring and reporting of communication activities. Monitoring activities will rely on a responsible involvement of all the partners, which regularly (every six months) will fill in the templates in Annex II with information on the communication and dissemination activities.

Each partner will be in charge of monitoring its communication activities and reporting the progress.

9. EU funding acknowledgement

9.1 Obligation to Disseminate Results

Unless it goes against their legitimate interests, each beneficiary must, as soon as possible, 'disseminate' its results by disclosing them to the public by appropriate means (other than those resulting from protecting or exploiting the results), including in scientific publications (in any medium). This does not change the obligation to protect results, confidentiality obligations, security obligations, or the obligation to protect personal data.

9.2 Open access to scientific publications

Each beneficiary must ensure open access (free of charge online access for any user) to all peer-reviewed scientific publications relating to its results. In particular, it must:

- (a) as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications;

Moreover, the beneficiary must aim to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications.

- (b) ensure open access to the deposited publication — via the repository — at the latest:

- (i) on publication, if an electronic version is available for free via the publisher, or
- (ii) within six months of publication (twelve months for publications in the social sciences and humanities) in any other case.

- (c) ensure open access — via the repository — to the bibliographic metadata that identify the deposited publication.

The bibliographic metadata must be in a standard format and must include all of the following:

- the terms "European Union (EU)" and "Horizon 2020";
- the name of the action, acronym and grant number;
- the publication date, and length of embargo period if applicable, and
- a persistent identifier.

9.3 Obligation and right to use the EU emblem

Unless the Agency requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, via social media, etc.) funded by the grant must:

- (a) display the EU emblem and

- (b) include the following text:

"This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 857796".

When displayed together with another logo, the EU emblem must have appropriate prominence. For the purposes of their obligations under this Article, the beneficiaries may use the EU emblem without first obtaining approval from the Agency. This does not, however, give them the right to exclusive use. Moreover, they may not appropriate the EU emblem or any similar trademark or logo, either by registration or by any other means.

9.4 Disclaimer excluding Agency responsibility

Any dissemination of results must indicate that it reflects only the author's view and that the Agency is not responsible for any use that may be made of the information it contains.

ANNEX I – Visual identity

1. Project logo

The REGATRACE logo represents the visual element to be used for all the communications, as it acts as the trademark of the project.

The logo is composed by three elements:

- The project name (REGATRACE), written partially in green to recall and emphasise the renewable aspect;
- The slogan (Renewable Gas Trade Centre in Europe), which is intended to explain the aim of the project and its acronym;
- The key image, which illustrates a gas flame with arrows to recall the creation of an efficient trade system.



The font used for the logo is Montserrat regular for 'REGATRACE' and light for the baseline.

The colour specifications are in the following tables as below:



Dark blue

	CMYK	RGB	Hex
Dark blue	100/87/0/26	29,44,115	#1d2c73



Light green

	CMYK	RGB	Hex
Light green	44/0/75/0	163,201,97	#a3c961

Different versions of the logo were produced and adapted to different backgrounds and displays (print, web, black, white). The logo is developed in pixel and vector format and is available for partners on the shared platform.

Position of the logo

As general rule, the logo should be place on the top left side in publications, reports and other communication material.

Incorrect usage of the logo



Figure 6. Incorrect usage of the logo

2. REGATRACE Typography

Calibri is the typeface that should be used in all communications, such as publications and reports.

3. Project templates

Within REGATRACE, eight templates have been designed and will be shared among partners. All templates define various elements, such as design, font and font-size, headlines, bullet-points. These elements must be strictly respected by the REGATRACE consortium.

The templates can be divided in 4 categories:

- Document templates (including meeting and report template)
- A letter template
- A PowerPoint template
- A Newsletter template

3.1 Documents Template

Project templates have been designed for different purposes as below:

- Report templates for project deliverables and project reports;
- Meeting Agenda for providing the agenda of the meeting
- Meeting Minutes template for providing minutes of the project meeting;

A generic Word template, both in portrait and landscape layout has been designed to be used for purposes different than those above-mentioned.

Title: Calibri 18

Heading 1: Calibri 16

Heading 1.1: Calibri 14

Heading 1.1.1: Calibri 12

Paragraph: Calibri 11

3.2 Letter template

The letter template shall be used when a REGATRACE's partner provides an official letter on behalf of the consortium. Partner's logo is to be included in the letter template.

3.3 Newsletter template

The newsletter template is directly designed on Mailchimp both for international and local versions. The newsletter template will be then shared with project partners in order to make them working directly on Mailchimp when creating the newsletters for their local network.

3.4 PowerPoint template

The PowerPoint template has a cover page in which the REGATRACE logo has a prominent position together with the presentation title. On the right side of the cover page, there is the name of the presenter, the venue and the date; while on the bottom line, the EU emblem and the number of the Grant Agreement are displayed as required by the Article 29.4 of the Grant Agreement.

Cover page

Title: Calibri 60 normal

Subtitle: Calibri 48 normal

Pages

Title: Calibri 44

Headline: Calibri 28

Bullet Point 1: Calibri 24

Bullet Point 2: Calibri 20

Other levels: Calibri 18

Text: Calibri 18



Calibri 60
Calibri 48

Presenter's name,
Venue,
Date



This project receives funding from the European Union's Horizon 2020 Framework Programme for Research and Innovation under Grant Agreement no. 857796

Figure 7. PowerPoint presentation template - cover page

Calibri 44

**Contents**

- 1
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- 3



Xxx meeting, Month xx, 20xx, City (Country)

Page X

Figure 8. PowerPoint presentation template - master page

Calibri 44

- Headline
 - Bullet Point 1
 - Bullet Point 2
 - Bullet Point 3
 - Bullet Point 4



Figure 9. PowerPoint presentation template - different level of text



Thanks for your attention!

Name
Partner
Contact details
@email
www.website



Figure 10. PowerPoint presentation template - back page

ANNEX II – Monitoring sheets

ATTENDANCE TO EVENTS

Select the type of event, target group and role from the drop-down menu

Type of event: organisation of a conference, participation to a conference, organisation of a workshop, participation to a workshop, participation to an event other than a conference or a workshop, exhibition, trade fair, brokerage event, pitch event, participation in activities organised jointly with other H2020 projects

Target group: scientific community, industry, policy-makers, investors, consumers, general public, other (Please choose more than one target group)

Role: oral presentation, poster presentation, stand, distribution of dissemination material, attendance, other

Please mark in red the **attended events** and in blue **forthcoming events**

Partner's name	Select the type of event	Select the type of event	Select the type of event	Select the type of event	Select the type of event	Select the type of event	Select the type of event	Select the type of event
	Target Group	Target Group	Target Group	Target Group	Target Group	Target Group	Target Group	Target Group
	Target Group	Target Group	Target Group	Target Group	Target Group	Target Group	Target Group	Target Group
	Target group	Target group	Target group	Target group	Target group	Target group	Target group	Target group
	Target Group	Target Group	Target Group	Target Group	Target Group	Target Group	Target Group	Target Group
	Target gorup	Target gorup	Target gorup	Target gorup	Target gorup	Target gorup	Target gorup	Target gorup
	Role	Role	Role	Role	Role	Role	Role	Role
	If other, please specify	If other, please specify	If other, please specify	If other, please specify	If other, please specify	If other, please specify	If other, please specify	If other, please specify
	Title of the presentation/poster..	Title of the presentation/poster..	Title of the presentation/poster..	Title of the presentation/poster..	Title of the presentation/poster..	Title of the presentation/poster..	Title of the presentation/poster..	Title of the presentation/poster..
	Name of the event	Name of the event	Name of the event	Name of the event	Name of the event	Name of the event	Name of the event	Name of the event
	Location	Location	Location	Location	Location	Location	Location	Location
	Date	Date	Date	Date	Date	Date	Date	Date
	Outreach	Outreach	Outreach	Outreach	Outreach	Outreach	Outreach	Outreach
	Link	Link	Link	Link	Link	Link	Link	Link

Figure 11. Monitoring sheet – Event

Other dissemination activities

Select the type of activity, target group and role from the drop-down menu

Type of activity: press release (including new sletters), non scientific and non-peer reviewed publications; leaflets; communication campaign (Radio/TV); video; website

Target Group: scientific community, industry, policy-makers, investors, consumers, general public, other (Please choose more than one target group)

Partner's name	Select the type of activity	Select the type of activity	Select the type of activity	Select the type of activity	Select the type of activity
	Target group	Target group	Target group	Target group	Target group
	Target group	Target group	Target group	Target group	Target group
	Target group	Target group	Target group	Target group	Target group
	Target group	Target group	Target group	Target group	Target group
	Target group	Target group	Target group	Target group	Target group
	Title of the press release/non-scientific publicati	Title of the press release/non-scientific publicati	Title of the press release/non-scientific publici	Title of the press release/non-scientific publica	Title of the press release/non-scientific publicati
	Date	Date	Date	Date	Date
	Outreach	Outreach	Outreach	Outreach	Outreach
	Link	Link	Link	Link	Link

Figure 12. Monitoring sheet - Other dissemination activities

Scientific publications

Select the type of scientific publication and the open access as provided from the drop-down menu

Type of scientific publications: article in journals, publications in conference proceedings, book/monograph, chapter/s in book, thesis/dissertation

Open access option: Green open access (insert the length of embargo if any), gold open access, no

Please mark in red those **already published** and in blue the publications **to be published**

	Select the type of scientific publication	Select the type of scientific publication	Select the type of scientific publication	Select the type of scientific publication	Select the type of scientific publication
	Open Access option	Open Access option	Open Access option	Open Access option	Open Access option
Partner's name	Title of the scientific publication	Title of the scientific publication	Title of the scientific publication	Title of the scientific publication	Title of the scientific publication
	DOI	DOI	DOI	DOI	DOI
	ISSN or EISSN	ISSN or EISSN	ISSN or EISSN	ISSN or EISSN	ISSN or EISSN
	Authors	Authors	Authors	Authors	Authors
	Date	Date	Date	Date	Date
	Publisher	Publisher	Publisher	Publisher	Publisher
	Place of publication	Place of publication	Place of publication	Place of publication	Place of publication
	Year	Year	Year	Year	Year
	Pages	Pages	Pages	Pages	Pages
	Peer review	Peer review	Peer review	Peer review	Peer review
	Outreach	Outreach	Outreach	Outreach	Outreach
	Link	Link	Link	Link	Link

Figure 13. Monitoring sheet - Scientific Publications

Media, name, date and link

[illegible]

Figure 14. Monitoring sheet - News published by media

Social media monitoring

Please include the number of posts you published during the mentioned month.							
	19-Jun	19-Jul	19-Aug	19-Sep	19-Oct	19-Nov	19-Dec
Twitter							
LinkedIn							
Facebook							
Please mention how many retweet/share/like you did during the mentioned month.							
	19-Jun	19-Jul	19-Aug	19-Sep	19-Oct	19-Nov	19-Dec
Twitter							
LinkedIn							
Facebook							
Partner's name	Total outreach						
	Twitter						
	LinkedIn						
	Facebook						

Figure 15. Monitoring sheet - social media