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Project acronym: EMERGENCE

Project title: A foundation for Synthetic Biology in Europe

Instrument: NEST Pathfinder

Thematic Priority: Synthetic Biology

### **D1.1: Materials and rules for standardized meeting structure in place for the first time**

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<b>Dissemination Level</b>		
<b>PU</b>	Public	x
<b>PP</b>	Restricted to other programme participants (including the Commission Services)	
<b>RE</b>	Restricted to a group specified by the consortium (including the Commission Services)	
<b>CO</b>	Confidential, only for members of the consortium (including the Commission Services)	

## **Materials and rules for standardised meeting structure**

A standardized three-tiered meeting structure that allows efficient review and distribution of the conclusions obtained at individual meetings was developed, maintained, and evaluated. A simple web-based template was produced and disseminated whereby interested researchers/institutions can propose to the Steering Board of Emergence an initial meeting to discuss a particular subject of acute interest in SB. Proposers detail the topic, relevance to the CA, deliverables, number (and, whenever relevant, identity of participants), anticipated costs and requested contribution, location etc. Once the proposed meeting is approved, financed, successfully conducted and deliverable (usually a report) produced, further meetings of increasing dimension or complementary can be proposed along the same basic structure. This simple and iterative procedure provides a swift means to react to acute needs in the field, and enables consolidation and deepening when the topics so demand. The template used is the following:

<b>Tier</b>	<b>Theme</b>	<b>Number of Participants</b>	<b>Length</b>	<b>Contribution to Emergence</b>	<b>Deliverable</b>	<b>Estimated Cost (€)</b>	<b>Financial contribution requested (€)</b>	<b>WP</b>

Tier means 1 - initial, 2 - follow-up or 3 - full meeting  
 WP means the Work package to which the proposed meeting would contribute.