

from 21 to 24 May 2024, Paris (France)

	Tuesday 21 May 2024		Wednesday 22 May 2024		Thursday 23 May 2024		Friday 24 May 2024
	Day1 - Arrival		Day 2		Day 3		Day4 - Departure
Times	Institut National du Patrimoine 2 Rue	HORAIRES	Study visits	HORAIRES	Study visits	HORAIRES	Hotel & venue for closing session (to be)
before 11:00	Staggered ARRIVAL FR/EU participants directly to the hotel transfer arrival by shuttle from the meeting points : Paris SNCF station and/or CDG airport (to be identified and booked in advance on the platform)	8:30	Meeting point for field visits and departure of the group bus	8:30	Meeting point for field visits and departure of the group bus	8:30-9:30	Check out / drop off suitcases at the hotel locker / bus transfer to plenary venue (to be defined)
		8:30-9:30	Transfer by public bus	8:30-9:30	Transfer by public bus	9:30-11:30	Closing session other venue (to be decided)
		9:30-12:00	Study visit 1: plenary session + work in sub-groups + visit to workshops with coffee break (10:00-10:30) + interpreting	9:30-12:00	Study visit 1: plenary session + work in sub-groups + visit to workshops with coffee break (10:00-10:30) + interpreting	11:30-12:30	Collective bus transfer back to the hotel
		12:30-13:30	Transfer for study visit 2	12:30-13:30	Transfer for study visit 2	12:30	Luggage collection, lunch on site (hotel) or lunch box distribution (choice on prior booking platform)
		13:30-14:30	Lunch on site	13:30-14:30	Lunch on site	13:30	Departure of the transfer via 1 or 2 different shuttles to Paris SNCF station and/or CDG airport (identification of need & on prior reservation platform)
11:00-12:00	Reception of participants at the hotel, delivery of welcome bags, badges and arrival check list, luggage storage.	14:30-16:30	Study visit 2 with coffee break (15:30-16:00) + interpreting	15:30-17:00	Study visit 2: plenary session and work in sub-groups and networking with coffee break (15:30-16:00) + interpreting		
12:00-13:00	Hotel lunch (optional & booking required)						
13:00-13:45	Transfer by public bus from the hotel to the location of the first study visit						
14:00-15:30	Opening plenary session, inaugural conference (officials & minister to be confirmed) + interpreters						

15:30-16:00	Coffee break	16:30-17:30	Cultural visit in English			END of TCA
16:00-17:00	Ice-breaker workshops and initial networking contacts (discovering each other's interests, starting to find partners)					
17:00-18:00	Return transfer by collective bus to the hotel	17:30-18:30	Transfer by public bus	17:30-18:30	Transfer by public bus to th hotel	
18:00-19:00	Hotel check-in, installation in rooms, free time			18:30-19:30	Free time	
19:00-20:30	Option 1 if at the HOTEL - Welcome cocktail with buffet for 100 people (seated or nonseated meal, to be determined) OR at the Ministry (to be confirmed)	19:00-20:30	Dinner at the hotel / or outside nearby	19:30-20:30	Transfer by public bus	
19:00-22:00	Option 2 if at the MINISTRY - Welcome cocktail with buffet for 100 people (to be determined) + return bus transfer for 70 people			20:30-23:00	Closing evening including dinner. Transfer back to the hotel	

