

The table below summarises the main services – the services marked by an asterisk are described in the “Press Conference” and “Journalist visit” chapters above.

Good Practices Exchanges visits (MSEs & SMEs) to large companies (15 pax)

Onsite package	<u>Online</u> package
Overall management	Overall management
Invitation management	Invitation management
Follow up by email and phone*	Follow up by email and phone*
Participant's kits	Participant's kits
1 local transport (15 pax up to a return journey of max 150 kms)*	x
X	E-platform*
Coffee break* (as for journalists' visit)	x
X	Technical equipment and technician including extra screen and adequate lightening. *

Overall management incl. identification of company & identification of participants

Kick-off meeting for identification of company and definition of concept

- Kick-off meeting between the EU-OSHA's national partner and the Contractor's national partner should determine the overall approach and concept of the visit (including its focus, topic, and key messages);
- Concept to be elaborated including a structure and agenda of the visit with suggestions of spokespersons and participants;