<Dissemination Policy Plan > D 4.1

Project Title	Erasmus+ Master of Engineering in Internet of Things		
Project Acronym	IoTrain	**Project Number**	619390-EPP-1-2020-1-DE-EPPKA2-CBHE-JP
Date	2022-01-17	**Deliverable No.**	4.1
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Version	1. Final	**Confidentiality level**	Public

Version History

Version No.	Date	Change	Editor(s)
0.1	2021-07-16	Initial draft	Shahram Mohanna (USB)
0.2	2021-11-15	Input from working groups	Mahdi Bolouli (IBS), Farideh Sadati (IBS)
0.3	2021-10-27	Preparation of Intermediate version	Online meeting (USB-IBS)
0.4	2021-12-1	Final draft for QC	Shahram Mohanna (USB)
0.8	2021-12-08	Input from working groups	Mahdi Bolouli (IBS), Farideh Sadati (IBS)
1.0	2022-01-12	Final version for delivery to EC	Shahram Mohanna (USB)

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1   Introduction

Dissemination is key activity for success of the IoTrain project. The work package 4 (WP4) manages the corresponding activities. All consortium partners are aware of and committed to ensure good dissemination and communication of the results during and after the course of the project to achieve its sustainable impact. Dissemination is used for communication and broadcasting of information related IoTrain project results and progresses to targeted audiences or general public, by means of internet, press, TV, radio, and other media. In the IoTrain project this is considered, which described in dissemination work package (WP4), as some dissemination activities have been already planned [1, 2].

The Plan for dissemination defines; the identification and classification of the target audience; the dissemination methods and goals; the schedule of the activities; the measures to assess the impact of the dissemination activities; and the conditions to follow to ensure proper dissemination of the generated knowledge with regards to confidentiality, publication, and use of the knowledge [3].

This dissemination policy plan (Deliverable: D4.1) outlines the dissemination tools, implementation strategy, required actions of each partners and risks related to the dissemination of the project results. The objective of this document to introduce the dissemination activities to be performed in order to promote the IoTrain project's results to the related audiences and stake holders effectively.

Terminology of some keywords used in this document:

Dissemination: Dissemination is defined as "the means through which research results are presented to the public (internal and external)". This term is generally used for communication of specific information to a targeted audience or general public, by means of internet, press, TV, radio, and other media. It can also be associated with the dissemination process and means, and the communication activities at events, such as conferences, workshops, posters, and meetings.

Target audience (user): The term is used to describe the groups interested at some level to the project activities and results. These include possible audience including; the scientific and academia, experts, private industries, researchers, students and consumers.

Stakeholder: Universities, Ministries, Research centers or any individual being interested in the project or having an interest in the progress and outcomes of the project. This include policy and decision makers in technical organizations, Small and Medium Enterprises (SMEs), universities and ministries of higher education in at local or national, European or International levels.

Information Types: Project logo, flyers, Power Point Presentations, posters, Project information sheets, Scientific articles, workshop materials and banners, Videos, magazines, Scientific papers and talks, press release.

Success Evaluation Metrics: Evaluation of achievements of the dissemination activities; A measure must be designed with qualitative and quantitative parameters to evaluate the impact of the project. This can be achieved by registration forms, questionnaires, interviews, observations and assessment forms. The website and social group activities also need to be evaluated. A monitoring and feedback tools must be implemented that tracks and reports visitor traffic and gives a complete picture of the behavior of the website audience.

Target Success Value: Number of Expected participants, visitors, trainees, attendees.

Public Awareness Method: By mailing list, social groups, website, newspapers, mailing list, telephone.

1.1   The scope of the document

This report demonstrates planning of each local, national and International dissemination activities and tasks. Dissemination planning provides an opportunity for dissemination goals, strategies, and activities to be considered and carefully implemented with collaboration of all project partners. The IoTrain consortium consists of 10 partners including; University of Siegen (USI); University of Manchester (UMA); Universitatea Politehnica din Bucuresti (UPB); Petanux GmbH (PTX); Shahid Chamran University (SCU); Sistan Baluchestan University (USB); Islamic Azad University (Qouchan Branch, IAU); Institute for Advanced Studies in Basic Sciences (IBS); University of Wasit (UWA); University of Summer (USU).

In IoTrain, some dissemination tasks and activities are foreseen in the project proposal in order to ensure that dissemination is successful. The IoTrain project team must plan and consider a time line and budget for completion of each dissemination task. The project results will be disseminated to academia, industry and also to other related stakeholders in order to maximize the success of the project. Planned workshops and meetings will also ensure comprehensive dissemination to both academia and industry. Wider public will also be appropriately informed about the project results. Meetings to both academia and industry will also ensure comprehensive dissemination enabling successful technology approval and implementation.

1.2   Purpose of the document

It is necessary to design an efficient dissemination policy plan to specify dissemination tasks allocated to project partners clearly. The dissemination activities and timeslots could be different for each partner institution, as they are from various countries. The activities will be especially targeted to enhance participation from students, academics and experts at local, national, European or International levels, disseminating the projects objectives for them and motivate them to participate actively in trainings. Moreover, possible limitation and risks related to dissemination of the project result is discussed.

1.3   Relation to other deliverables

This document presents the dissemination policy plan (Deliverable D4.1) considered in IoTrain project. (WP4) includes five main components; D4.1 Dissemination policy and plan; D4.2 Project website; D4.3 Entrepreneurship and dissemination workshops; D4.4 Dissemination and Marketing Materials; D4.5 Newsletters and mailing lists [1].

1.4   Relation to other work packages

D4.1 has connections to all work packages of the IoTrain project. The results of each phase of the projects should be broadcasted with suitable dissemination process i.e. communication activities and events, such as conferences, workshops, posters, and meetings.

2   Dissemination tools

To prepare this dissemination policy plan report (Deliverable: D4.1), a dissemination questionnaire was designed and distributed to all IoTrain project partners, and the returns have provided information and allocated tasks that the project partners or third parties planned to be implemented for

dissemination. The replies information is reported here to be used for planning each local, national and international dissemination activities and tasks. The dissemination activities and timeslots could be different for each partner institution, as they are from various countries. The activities will be especially targeted to enhance participation from students, academics and experts at local, national, European or International levels, disseminating the projects objectives for them and motivate them to participate actively in trainings.

The main dissemination activities and tasks are planned in this document, which describes various tasks including, websites, social groups, meetings and workshops to industries and local experts through different events such as conferences, webinars, staff mobility and summer schools. Description and objective of dissemination activities of different partners presented as follows.

2.1 Project website

D4.2 is concerning the IoTrain Project website. This is planned to implement at month 6 by UWA. All partners then will be involved for the contents. The website must be informative, easily accessible and user-friendly, which will be available at https://www.iotrain.eu. This website should be available during and after several year of completion of the project. The website must be periodically updated (suggesting after each monthly meeting, or before or after every dissemination events). The project website publishes dissemination information and the scope and activities of the IoTrain project. Main achievements and events will be available to all, while and confidential ones will be shared in password-protected pages, visible to partners only. The design of the website builds considering some criteria including; good visual and verbal communication; use of colors and photos, easy to browse, links to partner institution websites, archive publications and reports, simple phrasing to attract the widest possible audience, be user friendly, good visibility, regular update of contents and has monitoring and feedback tools. Based on the feedback from the project partners Table 2.1 indicates the summary of activities for this task.

Table 1.1. Activities for The Project Website

Institution	Specific Responsibility	General Responsibility	Information Type	Target Users (local, National, International)	Success Evaluation Metric	Target Success Value	Public Awareness Method	Time slot	Language
(USI)	Providing hosting service and the domain registration Sending information for updating the project website;	Responsible for updating the project website information by having a webpage at the main site or sending the news and info to the website manager to insert at the website.	Project information sheets Partners Institutions logo Flyers Posters Scientific articles Workshop materials and banners Videos	International, IoT education Institutes and Industries, governmental organizations Universities, IoT education Institutes and Industries Experts	A monitoring and feedback tools must be implemented that tracks and reports visitor traffic Registration forms Questionnaires Interviews Observations	Number of Expected participants, visitors, trainees, attendees No. Visitors expected: 10000	Mailing list Social groups, Telegram, WhatsApp, Instagram, LinkedIn, University Websites/ Web pages	From starting the project till 2 years after completion of the project	English
(UMA)	link the website on the university web page								
(UPB)	link the website on the								

	university web page		Magazines Scientific papers Press release	Private industries Researchers Students: PhD & MSc. & B.S. Consumers	Assessment forms Experts' evaluations and potential users' feedback			
(PTX)	link the website on the Company web page Designing logo for the site							
(SCU)	link the website on the university web page							
(USB)	link the website on the university web page							
(IAU)	link the website on the university web page							
(IBS)	link the website on the university web page							
(UWA)	Responsible for design of the project website updating the website information based on request from partners							
(USU)	link the website on the university web page							

Evaluation of the IoTrain Website:

The website activity need to be evaluated. A monitoring and feedback tools must be implemented that tracks and reports visitor traffic and gives a complete picture of the behavior of the website audience. For website of IoTrain, the responsible partner is required to submit an Evaluation or Reporting form periodically, employing suggested in Table 2.1.1.

Table 2.1.1. Reporting Dissemination of website activity

Web Address	https://www.iotrain.eu
Date of start and Duration	Period measured done
Target Groups	Teaching Staff, Students, Trainees, Administrative staff
Quantity/ Size Of Audience	An automated counting system
Updating Activities	Partners Involved in updating, date, time, info
References to this sites	Web search
Link To the website	Web search
Location of visitors	An automated identifying system
number of visits per month	An automated calculating system
number of downloads	An automated measuring system

2.2 Partner Institution Website

A dedicated webpage or a link to the project website must be created at the partners' institution websites. Partners should share project news within their network of contacts and on their website of the University. This page must be updated as necessary especially before and after local dissemination events. The assigned activities of partners are listed in Table 2.2.

Table 2.2. Activities for The partners' institutions Website

Institution	Activity and Local. Website Address	Target Users	Information Type	Success Evaluation Metric	Target Success Value	Public Awareness Method	Time slot	Language
(USI)	Local Website https://networked-embedded.de/es/index.php/iotrain.html	Scientific and academia, experts, private industries, researchers, students and consumers.	Project summary and logo, abstract, Project information sheets, Webpage link, Duration	Experts' evaluations and potential users' feedback		Links to the social media, website	During the project	English
(UMA)	Managing a Local Project Webpage at the university website www.manchester.ac.uk	IoT education Institutes and Industries	Process news and Reports	Experts' evaluations and potential users' feedback		Internet website	During the project	English

(UPB)	Local Website https://www.microderlab.upb.ro	Students from UPB, Local Companies and professional organizations	Project Reports, News, Events, Technical Content	Website Analytics: unique page views, clicks		Internet website	During the project	Romanian and English
(PTX)	https://www.petanux.com	Website visitors, company customer and collaborators	Project General Information and link to the main project website	Redirections to the IoTrain website	If the user refers to the project website based on the project page in Petanux website or not?!	Social Network Posts	Duration of stay in the project page in Petanux website	English
(SCU)	Managing a Local Project Webpage at the university website www.scu.ac.ir	Academics Local and national Industries	Project information sheets	Number of visitors	5000	Internet website	During the Project	English Persian
(USB)	Managing a Local Project Webpage at the university website www.usb.ac.ir	Academics Local and national Industries	Project information sheets	Number of visitors	2000	Internet website	During the Project	English Persian
(IAU)	Managing a Local Project Webpage at the university website www.edu.iau.ac.ir	Academics Specially in Islamic Azad university, Local and national Industries	Project information sheets	Number of visitors	10000	Internet website	During the Project	English Persian
(IBS)	Managing a Local Project Webpage at the university website www.iasbs.ac.ir	Academics Local and national Industries	Project information sheets	Number of visitors	1000	Internet website	During the Project	English Persian

(UWA)	Managing a Local Project Webpage at the university website https://uowasit.edu.iq	Academics Local and national Industries	Project information sheets	Number of visitors	1000	Internet website	During the Project	English Arabic
(USU)	Managing a Local Project Webpage at the university website http://uos.edu.iq	Academics Local and national Industries	Project information sheets	Number of visitors	1000	Internet website	During the Project	English Arabic

2.3   Social media, Phone contact list and mailing lists

The deliverable leader is PTX with cooperation of all IoTrain Partners. IoTrain project should use suitable social media platforms to spread project information, send the project outcomes, achievements and updates also get feedback from the target audience. A dedicated social media accounts must be created for IoTrain project at LinkedIn and Instagram platforms. This account will be created in English. Also, each partner also may have local or national social media account using in their own language. The project partners should upload posts as well as any interesting information that can be communicated via these accounts to the widest possible audience. These are listed in Table 2.3

Table 2.3. Social media, Phone contact list and mailing lists

Partner	Social media activity	Level (Local- National- International)	Language
(USI)	-		
(UMA)	LinkedIn, Instagram, local website	International	English
(UPB)	LinkedIn; https://www.linkedin.com/school/upb1818 Instagram; e.g. UPB https://www.instagram.com/upb1818 Personal social media accounts; https://www.linkedin.com/in/grigore-stamatescu-12a73876/	Students from UPB, Local Companies and professional organizations	Romanian, English
(PTX)	LinkedIn: https://www.linkedin.com/company/petanux Twitter: https://twitter.com/petanux	International	English/ German/ Persian
(SCU)	LinkedIn; WhatsApp	Local, National	Persian, English

(USB)	LinkedIn; WhatsApp	For USB community and local universities	Persian, English
(IAU)	LinkedIn; Instagram; Telegram; WhatsApp	For the Islamic Azad University community	Persian, English
(IBS)	LinkedIn; Instagram, local website	International	English/ Persian
(UWA)	LinkedIn; Instagram	For the Local Students, academics and industries	Arabic, English
(USU)	LinkedIn; Instagram; WhatsApp	For the Local Students, academics and industries	Arabic, English

2.4 Press Releases, Mass media (Radio, TV) News

These activities will be produced and published by all partners on a regular basis, in conjunction with key results and events. Press releases about the project activities and results will be prepared in English and distributed through various media channels throughout the duration of the project. Additionally, each project partner is responsible to translate the press releases in their language and send it to suitable press. These activities are listed in table 2.4.

Table 2.4. Press Releases, Mass media (Radio, TV) News

Partner	Press Releases activity	Level (Local-National-International)	Language
(USI)	-		
(UMA)	UMA are less sure that we will be able to get the opportunity to disseminate via Radio, or TV press, or Newspaper	-	-
(UPB)	News portals such as: -http://tehnostiri.ro -www.Infopoli.ro And distribution through press agencies such as Agerpress https://www.agerpres.ro	National, Broader stakeholder communities	Romanian

(PTX)	Press release in the company website under the news	National and International	German and English
(SCU)	-		
(USB)	Newspaper	Local	Persian
(IAU)	Radio, TV press, Newspaper	national	Persian
(IBS)	Radio or TV press Newspaper	National	Persian
(UWA)	-		
(USU)	-		

2.5   Entrepreneurship and dissemination workshop

The deliverable D4.3 deals with entrepreneurship event and dissemination workshops. This is planned to implement at month 25 by IAU. The final workshop will provide an overview of the project objectives and activities, the results of the project, share it to stakeholders and scientific community. The events will include presentations from the IoTrain partners. Additionally, some invited talks can be organized related topics to Internet of Things. The final workshop is planned close to the end of the project of the IoTrain project. These activities are listed in Table 2.5.

Table 2.5 Entrepreneurship and dissemination workshop

Partner	Entrepreneurship activity	Level (Local-National-International)	Language
(USI)	-		
(UMA)	IoT course design seminars	International	English
(UPB)	Participation from UPB and invited specialist talk at the final workshop	International	English
(PTX)	-		
(SCU)	-		
(USB)	Present IoTrain outputs to local academia and industries as Seminars, Webinars, Workshops	local	Persian
(IAU)	E-Conference, Webinar, Workshop Start-up events	national	Persian

(IBS)	-		
(UWA)	-		
(USU)	-		

2.6   Dissemination and Marketing Materials

The D4.4 deliverable leader is PTX to be implemented at month 9. General form of dissemination and marketing material include; Project logo, flyers, Power Point Presentations and posters, Project information sheet(s), Scientific articles, workshop materials and banners to be published on the websites or be presented at journals and international conferences and events. These activates are listed in Table 2.6.

Table 2.6. Dissemination and Marketing Materials of each partner

Partner	Entrepreneurship activity	Level (Local-National-International)	Language
(USI)	-		
(UMA)	Flyer, Banner, PowerPoint	International	English
(UPB)	Project promotion materials (Flyer, Banner, PowerPoint) translated to Romanian and adapted for the local technical and educational community and at local scientific conferences and events: IEEE ATEE, IEEE ICSTCC etc.	National	Romanian
(PTX)	Flyer, Banner, PowerPoint	International	English
(SCU)	-		
(USB)	Flyer, Banner, PowerPoint	Local	Persian, English
(IAU)	Flyer, Banner, PowerPoint	National	English, Persian
(IBS)	Flyer, Banner, PowerPoint	National	English
(UWA)	Flyer, Banner, PowerPoint	Local	English, Arabic
(USU)	Flyer, Banner, PowerPoint	Local	English, Arabic

2.7   Videos

A short promotional video must be created for the IoTrain project by PTX, in order to clearly explain the project's objectives. The video must include voice over text and pictures or animation and music and try to be attractive. This must be uploaded at the project website, social media or YouTube. The

partners should provide access to this Video to their local communication tools. This also may be translated to their languages. These activates are listed in Table 2.7.

Table 2.7. Promotional video activity

Partner	promotional video activity	Level (Local-National-International)	Language
(USI)	-		
(UMA)	Course design videos	International	English
(UPB)	Distribution of project video materials at the local level	National	English
(PTX)	-		
(SCU)	-		
(USB)	-		
(IAU)	A short promotional video	National	Persian
(IBS)	-		
(UWA)	-		
(USU)	A short promotional video	National	Arabic

2.8   Newsletters, Poster and Leaflet

The deliverable D4.5 deals with newsletters, posters or leaflets and the deliverable leader is PTX with cooperation of all IoTrain Partners. Publishing regular newsletters, posters or leaflets is necessary to inform target audiences and stakeholders about the progress of IoTrain project. It is planned to be published every year at M12, M24 and M36 of the project timeline. These providing the news about the IoTrain project progress. Each issue should be published on the project website and the partners' websites. It must be sent to social media channels and mailing lists. Additionally, for the purpose of describing IoTrain project, or promoting specific events such as workshops or final conference, poster and leaflets of different kinds will be produced and distributed by project partners on regular timelines promoting IoTrain activities. These should be prepared in English. The IoTrain partners should translated the leaflet in their language and distribute it to their sites or local and national social networks in order to maximize engagement. These activates are listed in table 2.8.

Table 2.8. Newsletters, Posters and Leaflets

Partner	Newsletters, Poster and Leaflet activity	Level (Local-National-International)	Language
(USI)	-		

(UMA)	poster, Leaflet	National	English
(UPB)	Newsletter, poster, Leaflet	National	English
(PTX)	-		
(SCU)	-		
(USB)	Leaflet	local	Persian
(IAU)	Newsletter, poster, Leaflet	National	Persian
(IBS)	Newsletter, poster, leaflet		English, Persian
(UWA)	Newsletter, poster, leaflet	National	English, Arabic
(USU)	Newsletter, poster, leaflet	National	English, Arabic

2.9   Organizational meetings, local events

All partners can have discussion meeting with the stakeholders and policy makers at local or national level. Consultation and face-to-face communication should be planned with them to receive direct feedback and inputs. The idea is to identify and meet with several stakeholders interested in supporting the activities and results of the project. Local meetings are important to raise awareness and share knowledge inside institutions and to engage other universities outside the consortium to benefit from the IoTrain project results. Moreover, for IoTrain master course accreditation process in each country, it is necessary to meet to the legal organizations and ministries. These activates are listed in Table 2.9.

Table 2.9. Organizational meetings, local events

Partner	Organizational meetings activity	Level (Local-National-International)	Language
(USI)	-		
(UMA)	Meeting to legal organizations, Ministry meeting, Meeting to local or national universities	National	English
(UPB)	Meeting to local and national universities,	National	Romanian
(PTX)	Meeting to local and national universities,	National	English
(SCU)	Meeting to local and national universities, Ministry meeting	Local, National	Persian
(USB)	Meeting to local and national universities, Ministry meeting	Local, National	Persian

	especially for accreditation activity		
(IAU)	Meeting to legal organizations Ministry meeting, Meeting to local or national universities	Local, National	Persian
(IBS)	Meeting to legal organizations, Ministry meeting, Meeting to local or national universities	Local, National	English, Persian
(UWA)	Ministry meeting, Meeting to local or national universities and industries	Local, National	English, Arabic
(USU)	Ministry meeting, Meeting to local or national universities	Local, National	English, Arabic

2.10 Webinars

All IoTrain partners will organize short webinars with the participants who may benefit from IoTrain results. In these webinars, experts from universities and industries will participate and discuss the project results. The webinars will be organized through an online conferencing tool and will be advertised through the social networks. The videos of these webinars also may be send to the communication channels. These activates are listed in Table 2.10.

Table 2.10. Webinars

Partner	Webinars activity	Level (Local-National-International)	Language
(USI)	-		
(UMA)	Webinar for local students, Webinar for academics, Webinar for industries	National	English
(UPB)	Webinar for local students	National	Romanian
(PTX)	Webinar for academics, Webinar for industries, National or international webinars	International	English
(SCU)	Webinar for local students, Webinar for academics, Webinar for industries,	Local, National	Persian

(USB)	Webinar for local students, Webinar for academics, Webinar for industries,	Local	Persian
(IAU)	Webinar for local students, Webinar for academics, Webinar for industries, National, IAU international braches webinars	Local, National, International	Persian, English
(IBS)	Webinar for local students, Webinar for academics, Webinar for industries, National or international webinars	Local, National	Persian, English
(UWA)	Webinar for local students, Webinar for academics, Webinar for industries	Local, National	Arabic, English
(USU)	Webinar for local students, Webinar for academics, Webinar for industries	Local, National	Arabic, English

2.11 Scientific publications and attending conferences and events

Various Journals conferences related to IoT can be identified for possible release of IoTrain project results in the form of papers, conducting workshops, joining a panel, poster session, networking activities. National and international conferences are an excellent opportunity to share the results with experts in the field and, therefore, to achieve an effective dissemination of the project and get feedback from the experts. These activates are listed in Table 2.11.

Table 2.11. Scientific publications and attending conferences and events

Partner	Scientific publications activity	Level (Local-National-International)	Language
(USI)	-		
(UMA)	Journal publication, Conference paper, workshop, advertising	International	English
(UPB)	Journal publications, Conference papers	National, International	English
(PTX)	Journal or Conference publications together with other partners, advertising	International	English

(SCU)	Journal publication, Conference paper, workshop,	National, International	Persian, English
(USB)	-		
(IAU)	Journal publications, Conference papers	National, International	Persian, English
(IBS)	Journal or Conference publications together with other partners, advertising	International	English, Persian
(UWA)	-		
(USU)	-		

2.12   Dissemination to industries

Steering group meeting with industries and markets, Material Meetings could be Outcomes of project, organization of workshops, lectures, industrial visits). These activates are listed in Table 2.12.

Table 2.12. Dissemination to industries

Partner	Dissemination to industries activity	Level (Local-National-International)	Language
(USI)			
(UMA)	Steering group meetings, workshops, Industrial visits	National	English
(UPB)	Workshop	National	Romanian
(PTX)	workshops	International	English, German, Persian
(SCU)	Steering group meetings, workshops, Industrial visits	Local	Persian
(USB)	Steering group meetings, Seminar	Local	Persian
(IAU)	Steering group meetings, workshops, Industrial visits	National, International	Persian, English
(IBS)	Steering group meetings, workshops, Industrial visits	National, International	Persian, English
(UWA)	workshops, Industrial visits	National	Arabic
(USU)	workshops, Industrial visits	National	Arabic

2.13 Summer Schools (for Iran and Iraq)

Two summer schools are initially planned to be implemented in Iran and Ira. The deliverable leader for these activities is SCU (the date of these activities must be set by SCU as soon as possible). It is necessary to organize these summer schools with the participants who may benefit from IoTrain results. In these events, students, academic and experts from national universities and industries will participate and discuss the project results. Contributors for these activities are listed in Table 2.13.

Table 2.13. Summer Schools (for Iran and Iraq)

Partner	Summer School activity	Level (Local-National-International)	Language
(USI)	-		
(UMA)	Participates		
(UPB)	Lectures in Iran	International	English
(PTX)	Lectures in Iran	International	English, Persian
(SCU)	Coordination this summer school, Project coordination material, project work material, training material To: Project partners, potential instructors, industry / market stakeholders	International	English
(USB)	Attending, promoting USB		
(IAU)	Attending		
(IBS)	Participates		
(UWA)	Participation, course preparation, and teaching	National	Arabic
(USU)	Participation, course preparation, and teaching	National	Arabic

3   Implementation Strategy

The list of tasks and activities related to dissemination related to WP4 are described in Section 2. It can be observed that, there are various meetings and dissemination workshops to industries and local experts through different events such as staff mobility and summer/winter schools. The followings guidelines could be considered for implementation of these activities.

- -The implementation methods and timeslots could be different for each partner of the IoTrain project as they are from different institutions in various countries. For institutional or local activities each

partner could plan individually for appropriate process and action. For planning national or international dissemination activities and tasks with discussing among all partners a dissemination activity must be planned.

- IoTrain targets multiple groups (e.g. academia, HE staff, students, industry, SMEs), the consortium should plan to involve them to the activities of the project through proper early announcement and advertisement by the communication tools and networks within Iran, Iraq and Europe using the website, social media and mailing lists. The activities will be especially targeted to enhance participation from students, academics and experts at local, national or international level, disseminating the projects objectives for them and motivate them to participate actively in trainings. Particularly they will be encouraged to be involved in the project summer/winter schools, workshops and webinars.

- Upon progress of the project, the project partners will provide the necessary information and knowledge for dissemination to be spread to the audience and stakeholders at local, national or International levels or some events should be organized. The activities of dissemination should be acknowledged based on the different stakeholders' needs, followed by a timeslot.

- After each activity, the executive team (project partners) should prepare dissemination report with the format described in Section 4 and send it to the WP4 leader (PTX). PTX will evaluate the forms and send feedback to the partner and store all documents and evidences for preparation of final dissemination report.

4   Reporting/Assessment/Evaluation

After completion of each dissemination activity, the responsible partner is required to submit the report forms, which the template is suggested in Appendix 1, then send them to PTX. For reporting IoTrain dissemination activities, two forms are presented at Appendix 1. It is necessary that all partners report each dissemination activity to the project management team regularly. These forms measure the qualitative and quantitative implementation of dissemination activities.

Evaluation of achievements of the dissemination activities and generating recommendations for future improvements is very important [3] and can be used for evaluation and the impact of the project. Additionally for the quality monitoring requirement, the evaluation should be done. This can be achieved by questionnaires, interviews, observations and assessments. After each dissemination activity, the results, outcomes and feedback from the stakeholders must be gathered to be discussed at the project meeting and be analyzed by the WP4 leader as well as the quality control team for increasing the effectiveness of future dissemination tasks.

5   Related assumptions and risks

It is highly possible that the risks influence the dissemination or implementation of project. Risk management plan identifying sources of risks to reduce negative impact on project's development and sustainability. The most important risk factors in dissemination (WP4), which threaten the long-time success of the project is listed in Table 3. The project management team as well as the consortium members should early estimate risks very early and plan to overcome the problems. The progress reports, prepared quarterly by the WP4 leader for the coordinator, contain an evaluation of risks. Thus, the coordinator assesses the risk probability on a regular basis and, if required, inform the consortium. If risks are identified at the WP4 level and cannot be eliminated, the coordinator is notified and proposes corrective measures. Any identified risks that have impact on other WPs are communicated to the consortium.

Table 3: Identified risks of dissemination

Description	Mitigation strategy / Fall-back solution	Risk Level
Visa rejection	For planning of each meeting event it is necessary to consider more than sufficient time to allow visa applications or plan an alternative location for the event.	Very High
Covid-19 Pandemic limitation	of contamination by the COVID-19 for project partners, participants of events and other personnel working on dissemination activities. Low rates of participation in events and workshops. Alternative method of presentation (i.e. online meeting), delaying some events	High
Financial difficulties	Due to restrictions on public gathering and mobility, some financial risk could exist including; 1) Staff costs; 2) Travel and subsistence; 3) Entrepreneurship; 4) Money transfer due to legal issues. The project management team could plan for alternative financial support	Moderate
The technological and management risks	Risk of buying or sending equipment and software, which required for implementation duration of the project, Delay/insufficient key staff mobilization, market capacity and supply risk issues cause price fluctuations, impact on supply chains could delay procurement and installation of infrastructure and equipment. The risk must be identified by different project partners and revision strategies must be proposed.	Low
Difference in legal processes for The IoT master course accreditation in different countries	Must be planned very early by negotiations and communications in third parties in each country and the project management team may understand these issues and to support for overcoming.	Moderate

6   References

1- IoTrain Project proposal (www.iotrain.eu)

2- IoTrain Project Management Handbook

3- https://ec.europa.eu/programmes/erasmus-plus/book/export/html/378_en

Appendix 1: IoTrain dissemination forms

Form 1: IoTrain Dissemination-Report (Periodical, 6 month or 1 year) To be sent to PTX							Date of completion
No	Lead Partner	Contributing Partners	Status	Title of talk/paper	Conference/Venue/Exhibition/Journal	Date of presentation or publication	Thematic Area (to which WP is related)

Form 2: Dissemination activity Reporting Form	Date of completion
Event Title	
Responsible Partner	
Related to Work package	
Place	
Date/ Duration	
Event Aim & Purpose	
Impact To IoTrain Project	
Type Of Audience	
Number of audience reached	
Quantity/ Size Of Audience	
Coverage Level (national, International)	
Partners Involved	
Brief Feedback Gathered	
Results Achieved	
Attach or Link to Information data	
Limitation during implementation	