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# **Administration and Coordination of the showcase implementation**

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## **1 Preface**

The following document is a CityMobil deliverable which has the status “other”. This means that the deliverable is not a full report, but only the report of an achievement.

## **2 Description**

This task consisted in the coordination of all the activities necessary to the execution of the showcases.

On one side, the task consisted in the administrative preparation of the logistics required for the execution of the showcases, namely, vehicles transportation, coordination and planning of the showcase team’s requirements (travel and stay arrangements), printing of communication material and negotiation of the host city’s contributions.

On the other hand, the task consisted in coordinating the technical requirements to guarantee the success and feasibility of the showcase. This subtask consisted in making the necessary showcase site visits, determining the most adapted technology to be showcased and coordinating with the host city the provision of all the technical and logistic requirements. During the showcase execution, the task consisted in organizing the demonstrations’ and the team’s planning as well as to solve technical and logistical issues.

It is worth mentioning that, since the technical requirements were very unconventional to the cities, and because they were managed at distance (to avoid travel costs), they weren’t exactly met sometimes, especially in the first showcases. Therefore, solving technical issues was a common task, especially up to the third showcase in Vantaa. However, the issues could be solved with the concourse of the cities, but a closer follow up was implemented in the latest showcases that were executed and latter in the CityNetMobil showcases.