



D8.2 Corporate Design and Templates

GEAR@SME: GENERATE ENERGY EFFICIENT ACTING AND RESULTS AT SMALL & MEDIUM ENTERPRISES



This project has received funding from the European Union's H2020 Coordination Support Action under Grant Agreement No. 894356.



Gear@SME
Saving energy together



Project Factsheet

Acronym:	GEAR-at-SME
Title:	Generate energy efficient acting and results at small & medium enterprises
Coordinator:	Nederlandse Organisatie voor Toegepast-Natuurwetenschappelijk Onderzoek (TNO)
Reference:	894356
Type:	Coordination and Support Action
Program:	Horizon 2020
Call:	H2020-LC-SC3-2018-2019-2020
Start:	1 st September 2020
Duration:	30 months
Website:	www.gearatsme.eu
Consortium:	Nederlandse Organisatie voor Toegepast-Natuurwetenschappelijk Onderzoek (TNO) CIT Industriell Energi AB (CIT) CertiMaC Soc. Cons. a R. L. (CERTIMAC) Berlin Energy Agency (BEA) Servelect (SVT) Cornelissen Consulting Services B.V. (CCS) SYNYO GmbH (SYNYO) Technical University of Cluj-Napoca (TUCN) Confederazione Nazionale Dell'Artigianato e Della Piccola e Media Impresa Associazione Territoriale Di Ravenna (CNA) Stichting CLOK (CLOK)



Deliverable factsheet

Number:	D8.2
Title:	Corporate Design and Templates
Lead beneficiary	BEA
Work package:	8
Task:	Task 8.2
Dissemination level:	Confidential
Submission date:	01.02.2021
Contributors:	TNO, CIT, CERTIMAC, SVT, CCS

Document history:

Revision	Date	Main modification	Author
1	09/10/2020	Feedback criteria corporate design	TNO, CIT, CERTIMAC, SVT, CCS, BEA
2	24/11/2020	Feedback on selection logo and claim	TNO, CIT, CERTIMAC, SVT, CCS. BEA
3	16/12/2020	Feedback on templates	TNO. BEA
4	26/01/2021	Feedback on deliverable D8.2	TNO, BEA



Disclaimer of warranties

“This project has received funding from the European Union’s Horizon 2020, research and innovation programme, under Grant Agreement No 894356”

This document has been prepared by GEAR@SME project partners as an account of work carried out within the framework of the EC-GA contract no 894356.

Neither Project Coordinator, nor any signatory party of GEAR@SME Project Consortium Agreement, nor any person acting on behalf of any of them:

- makes any warranty or representation whatsoever, express or implied,
- with respect to the use of any information, apparatus, method, process, or similar item disclosed in this document, including merchantability and fitness for a particular purpose, or
- that such use does not infringe on or interfere with privately owned rights, including any party's intellectual property, or
- that this document is suitable to any particular user's circumstance; or
- assumes responsibility for any damages or other liability whatsoever (including any consequential damages, even if Project Coordinator or any representative of a signatory party of the GEAR@SME Project Consortium Agreement, has been advised of the possibility of such damages) resulting from your selection or use of this document or any information, apparatus, method, process, or similar item disclosed in this document.



Table of contents

- Project Factsheet..... 1
- Deliverable factsheet..... 2
- Disclaimer of warranties..... 3
- Table of contents..... 4
- 1 Introduction..... 5
 - 1.1 Structure of the deliverable..... 5
- 2 GEAR@SME logo..... 6
 - 2.1 Figurative mark 6
 - 2.2 Claim 7
 - 2.3 Colour codes..... 7
 - 2.4 Other logo versions..... 8
 - 2.4.1 Word/figurative mark without claim..... 8
 - 2.4.2 Figurative mark in grey 9
 - 2.4.3 Vertical version of word/figurative mark with claim..... 9
 - 2.4.4 Grey and black versions..... 10
- 3 Font..... 11
 - 3.1 Body text..... 11
 - 3.2 Titles and (sub-) headings..... 11
- 4 Templates..... 12
 - 4.1 Instructions PowerPoint template..... 12
 - 4.1.1 Title slide 12
 - 4.1.2 Other slides 12
 - 4.1.3 Smart Art Graphics..... 12
- 5 Annexes



1 Introduction

This deliverable presents the corporate design for the GEAR@SME project. The corporate design will be used in all project related communication and dissemination activities to establish a high degree of recognisability and professionalism in the public image. The corporate design was developed by task leader BEA and involved partners TNO, CIT, C-Mac, SVT, SYNNO and CCS.

The objectives of this deliverable are:

1. To define and communicate an overall project identity, and;
2. To provide guidance to partners on the correct use of the corporate design and templates.

1.1 Structure of the deliverable

The corporate design includes the official project logo, variations of the logos, a font and various templates. The second chapter explains the logo, the claim, colour codes and how they are used. In chapter three, the font and the font templates are explained. In the fourth chapter, the templates for presentations, deliverables, agenda meetings and agenda minutes are presented and explained.



2 GEAR@SME logo

The GEAR@SME logo has been developed in a multi-stage coordination process with BEA, a graphic designer and the project partners. This design was selected by the consortium from a number of suggestions.

The dominant GEAR@SME logo consists of a figurative mark and a claim. This logo is visible on all public documents on the top of the right corner, and is further used on title pages of documents or presentations and in the header of documents.



Gear@SME
 Saving energy together

1. Dominant logo: word/figurative mark with claim

In the following sections, the various elements of the logo are explained, as well as how different versions logos should be used in dissemination and communication documents.

2.1 Figurative mark

The figurative mark is a circular symbol that triggers various associations such as a gear, a compass needle or multiple points that are connected to each other. The symbol is at the same time filigree, minimalist and without any frills, but also powerful and dynamic. It further combines the colours blue (inspired by the EU flag), green (environment) and yellow (electricity, energy and EU flag stars).

Similar as the dominant GEAR@SME logo (Word/Figurative mark with claim), the pure figurative mark without word and claim can be used on title pages of presentations or deliverables. It can also be used as symbolic image on Twitter or other social media accounts.

Human eyes perceive images as more attractive when it is when the central point is slightly tilted. And, human eyes always search pictures automatically from top left to bottom right. Therefore, the pure figurative logo should never be aligned to the centre of documents, but always a bit to the left to make the logo more dynamic.



2. Figurative mark

2.2 Claim


The claim “Saving energy together” is chosen as it refers to the collective approach of energy efficiency projects. The claim contains three messages, which are also used as foundation for the key messages towards stakeholders (see D8.1 Communication and Dissemination Plan):

1. **Saving:** We support climate protection
2. **Energy:** We reduce our energy use
3. **Together:** We provide each other with tools, community and means

2.3 Colour codes

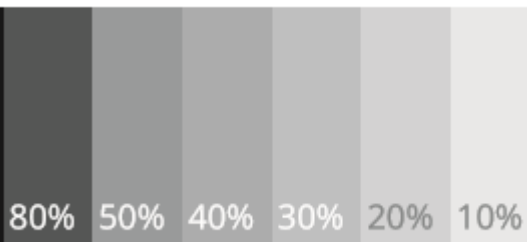
The colour codes of the blue, grey, green and yellow shades used in the logo are shown in the following graphic. For each printing method (CMYK / RGB / HEX / Pantone), the respective colour code is provided:



CMYK	100/80/0/0	
RGB	3/78/162	
HEX	#034ea2	
Pantone	Reflex Blue	
100%	40%	

CMYK	50/0/100/0
RGB	141/198/63
HEX	#8dc63f
Pantone	375

CMYK	0/0/100/0
RGB	255/242/0
HEX	#fff200
Pantone	Yellow

CMYK	[Black]	
RGB	0/0/0	
HEX	#000000	
100%	80% 50% 40% 30% 20% 10%	

3. Colour codes

2.4 Other logo versions

Apart from the official project logo and the pure figurative mark, there are also other logo versions available. Although these logos are available for the consortium, they will only be use in specific cases. It is assumed that the prior presented logos are sufficient for most purposes.

2.4.1 Word/figurative mark without claim

The use of this logo is not defined yet. It is assumed that the prior presented logos are sufficient for the purposes as this logo without claim.



Gear@SME

4. Word/figurative mark without claim



2.4.2 Figurative mark in grey

This one can be used in internal presentations or documents that are not for the public.



5. Figurative mark in grey

2.4.3 Vertical version of word/figurative mark with claim

This version can be used if certain design rules are required or on certain products of public relations, such as social media (Twitter).



Gear@SME

Saving energy together

6. Vertical version of word/figurative mark with claim



2.4.4 Grey and black versions

All these logo versions come with grey and black versions, but the usage is not defined yet.



Gear@SME
Saving energy together



Gear@SME
Saving energy together



Gear@SME
Saving energy together

Logo horizontal - CMYK/RGB/Pantone - Grey - Black



Gear@SME
Saving energy together



Gear@SME
Saving energy together



Gear@SME
Saving energy together

Logo vertical - CMYK/RGB/Pantone - Grey - Black

7. Grey and black logo versions



3 Font

The font of the GEAR@SME Corporate Design is Noto Sans. Noto Sans is a font that is very well readable and as clear and minimalistic as the logo.

3.1 Body text

The standard size for texts is 11 pt. and colour black (0/0/0). The font shall never be put in **bold**. Instead, if something in a text is to be highlighted, it shall be put in **blue** (RGB: 3/78/162).

Noto Sans Regular (download unter <https://fonts.google.com>)

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

3.2 Titles and (sub-) headings

The main headlines of the title page are never in bold, they stay slim and clear, but in 24 pt.:

Headline

The Sub-Headline on a title page is again not in bold, but it is written capital letters, in 18 pt. and in blue:

SUB-HEADLINE ON TITLE PAGES

Headlines of chapters are numbered, in colour blue and 24 pt. The first sub-headlines of chapters are in black (0/0/0), in 14 pt., the second sub-headline is in blue (3/78/162) and 11 pt. and the third sub-headline is in black with 11 pt. and in oblique letters. Documents should never use more than the third level of sub-chapters.

4 Headline of chapter

4.1 First sub-headline of chapter

4.1.1 Second sub-headline of chapter

4.1.1.1 Third sub-headline of chapter



4 Templates

For the GEAR@SME project, professional templates have been developed. All these templates are attached to this document in the annex:

- Deliverable template (Annex 1)
- Meeting agenda template (Annex 2)
- Meeting minutes template (Annex 3)
- Presentation template (Annex 4)

In most templates, the instructions are included in the document itself. For the PowerPoint template, instructions are included in this chapter.

4.1 Instructions PowerPoint template

The PowerPoint template of GEAR@SME comes with a format 16:9 and **never** with 4:3. The 16:9 format is the standard for display resolutions of modern monitors and beamers. This format is most common for videos, and therefore also suitable for recording a presentation.

4.1.1 Title slide

The title image of the master slide is the figurative mark. It is placed on the left side of the slide to make the slide more dynamic. Human eyes perceive images as more attractive when it is when the central point is slightly tilted. On the bottom of the slide, the EU Logo and the logos of the project partners are included.

The logo on the title slide is on the top on the left side. There is a title in Noto Sans 24 pt. The subtitle is in 18 pt. The presenter name is in 13 pt.

There is also a title slide version with a grey figurative image. This slide can be used for internal in official presentations.

4.1.2 Other slides

The template includes standard slides for images, text, slides for breaks and for the end of presentations.

4.1.3 Smart Art Graphics

The colour codes of the GEAR@SME figurative mark are applied when inserting Smart Art Graphics in this template. Examples of the Smart Art Graphics are attached in the annex.



5 Annexes

5.1 Annex 1: Deliverable template

The next pages present the deliverable template.



DX.X Title

GEAR@SME: GENERATE ENERGY EFFICIENT ACTING AND RESULTS AT SMALL & MEDIUM ENTERPRISES

Deliverable template



Project Factsheet

Acronym: GEAR-at-SME

Title: Generate energy efficient acting and results at small & medium enterprises

Coordinator: Nederlandse Organisatie voor Toegepast-Natuurwetenschappelijk Onderzoek (TNO)

Reference: 894356

Type: Coordination and Support Action

Program: Horizon 2020

Call: H2020-LC-SC3-2018-2019-2020

Start: 1st September 2020

Duration: 30 months

Website: www.gearatsme.eu

Consortium: Nederlandse Organisatie voor Toegepast-Natuurwetenschappelijk Onderzoek (TNO)

CIT Industriell Energi AB (CIT)

CertiMaC Soc. Cons. a R. L. (CERTIMAC)

Berlin Energy Agency (BEA)

Servelect (SVT)

Cornelissen Consulting Services B.V. (CCS)

SYNYO GmbH (SYNYO)

Technical University of Cluj-Napoca (TUCN)

Confederazione Nazionale Dell'Artigianato e Della Piccola e Media Impresa Associazione Territoriale Di Ravenna (CNA)

Stichting CLOK (CLOK)

Deliverable template



Deliverable Factsheet

Number:	Dx.x
Title:	Lorem Ipsum
Lead beneficiary	Lorem Ipsum
Work package:	Lorem Ipsum
Task:	Lorem Ipsum
Dissemination level:	Lorem Ipsum
Submission date:	xx.xx.201x
Contributors:	Partners' name

Document history:

Revision	Date	Main modification	Author
1	xx/xx/201x	Lorem ipsum	Lorem ipsum
2	xx/xx/201x	Lorem ipsum	Lorem ipsum
3	xx/xx/201x	Lorem ipsum	Lorem ipsum

Deliverable template



Disclaimer of warranties

“This project has received funding from the European Union’s Horizon 2020, research and innovation programme, under Grant Agreement No 894356”

This document has been prepared by GEAR@SME project partners as an account of work carried out within the framework of the EC-GA contract no 894356.

Neither Project Coordinator, nor any signatory party of GEAR@SME Project Consortium Agreement, nor any person acting on behalf of any of them:

- makes any warranty or representation whatsoever, express or implied,
- with respect to the use of any information, apparatus, method, process, or similar item disclosed in this document, including merchantability and fitness for a particular purpose, or
- that such use does not infringe on or interfere with privately owned rights, including any party's intellectual property, or
- that this document is suitable to any particular user's circumstance; or
- assumes responsibility for any damages or other liability whatsoever (including any consequential damages, even if Project Coordinator or any representative of a signatory party of the GEAR@SME Project Consortium Agreement, has been advised of the possibility of such damages) resulting from your selection or use of this document or any information, apparatus, method, process, or similar item disclosed in this document.

I.

Deliverable template



Abbreviations

xxx

xxxx

Deliverable template



Executive Summary

Between 1-3 pages approx.

Please include here an abstract of the main activities and objective results of the DLV considering the scope of the DLV and the project objectives. If suitable Include the diagrams more relevant and descriptive used in the DLV.

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Deliverable template



Table of contents

- Project Factsheet..... 1
- Deliverable factsheet..... 2
- Disclaimer of warranties..... 3
- Abbreviations 6
- Executive Summary..... 7
- Table of contents..... 8
- 1 Introduction..... 9
- 2 Title 10
 - 2.1 Title 2 10
 - 2.1.1 Title 3 10
- 3 Conclusion..... 15
- 4 References..... 16
- 5 Annexes..... 17
 - 5.1 ANNEX 1: TITLE 17

Deliverable template



6 Introduction

0.5 page approx.

Please use this section to establish the framework of the DLV within the project structure:

In which task and WP is included? (e.g The DLV is the result of the works done in the tasks x.x and x.x, as well as the feedback from final users...)

Which is the objectives and scope of the DLV?

What is the relation other tasks within the project (e.g. based on the works done in the task x.x the deliverable defines and develops the models to design and simulate the improvements in the task xx...)

Include any remark of change from the DoA such as delivery date, responsibilities...

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore.

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore.

Deliverable template



7 Title

Please put the references as shown highlighted, both in the text and in the tables/figures

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore.

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

7.1 Title 2

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore.

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

7.1.1 Title 3

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore.



Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

7.1.1.1 Title 4

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore.

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

Enumeration

1. You can use these number for enumeration
2. Lorem ipsum dolor sit amet
3. consetetur sadipscing elitr, sed diam nonumy eirmod tempor invid
4. labore et dolore magna
5. sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr,

Bullet points

- But you can also enumerate with these circles
- Lorem ipsum dolor sit amet,
- consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et
- dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo

Romanian number

- I. Lorem ipsum dolor sit amet
- II. consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et
- III. dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo
- IV. ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam

Deliverable template



Further informations

- ❖ consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et
- ❖ olore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo
- ❖ eirmod tempor invidunt ut labore et dolore magna aliq
- ❖ tempor invidunt ut labore et dolore magna aliquyam erat, sed diam
- ❖ vero eos et accusam et justo duo dolores et ea rebum

Title	Title
Lorem ipsum	Lorem ipsum
Lorem ipsum	Lorem ipsum
Lorem ipsum	Lorem ipsum

Title	Title	Title
Lorem ipsum	Lorem ipsum	Lorem ipsum
Lorem ipsum	Lorem ipsum	Lorem ipsum
Lorem ipsum	Lorem ipsum	Lorem ipsum
Lorem ipsum	Lorem ipsum	Lorem ipsum

Title	Title	Title	Title
Lorem ipsum	Lorem ipsum	Lorem ipsum	Lorem ipsum
Lorem ipsum	Lorem ipsum	Lorem ipsum	Lorem ipsum
Lorem ipsum	Lorem ipsum	Lorem ipsum	Lorem ipsum

Deliverable template

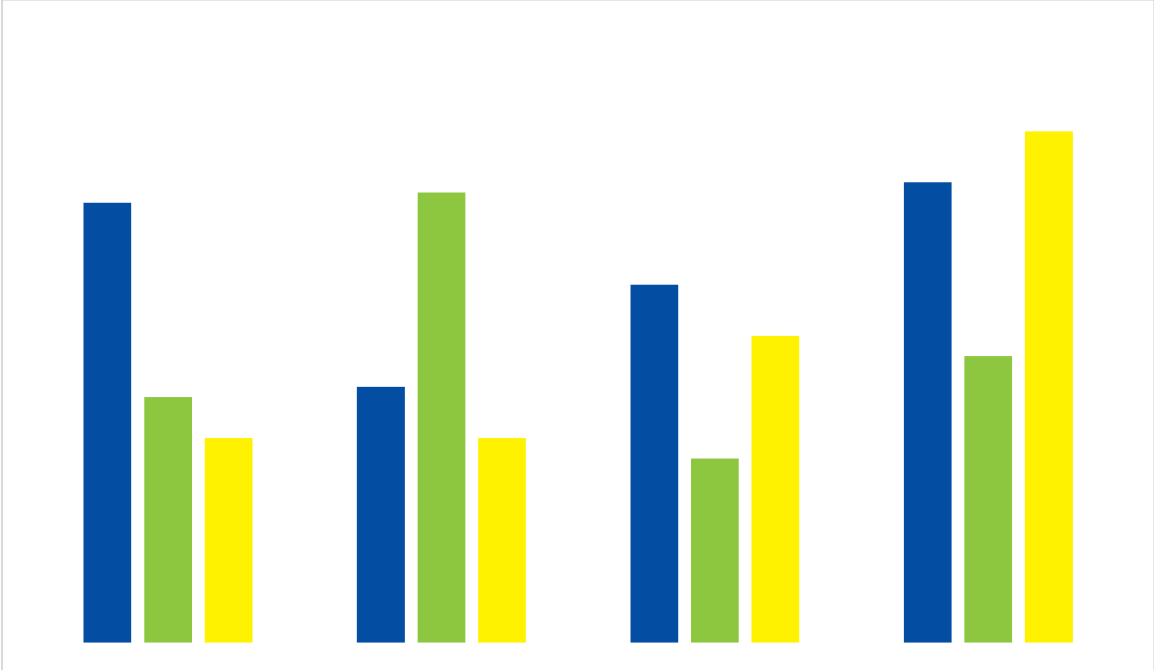
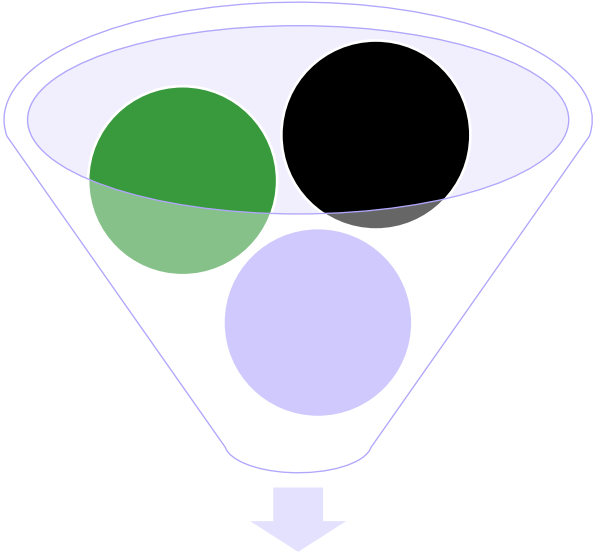
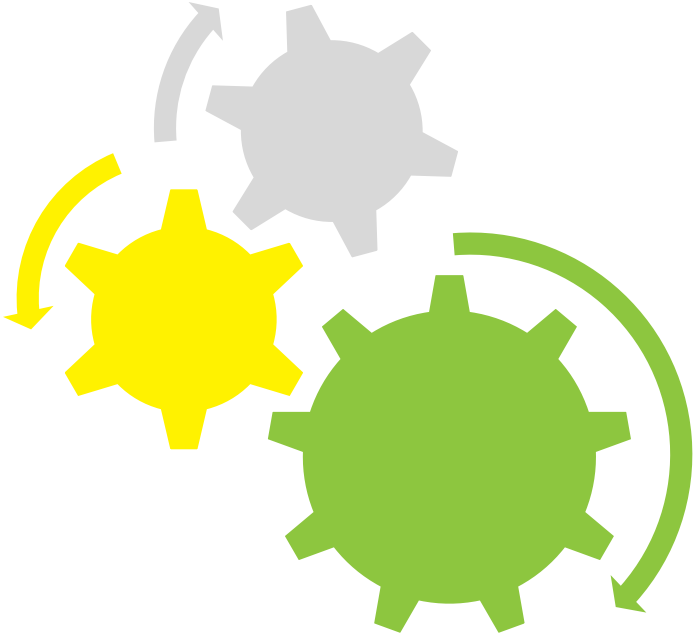


Diagramme Template



Deliverable template



Deliverable template



8 Conclusion

0,5-1 page approx. Addressing the following points:

Critical analysis of the results achieved in the DLV addressing the objectives of the project.

Prospective analysis of the next steps and interactions within the project.

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore.

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore.

Deliverable template



9 References

Please put the references in alphabetical order following the examples shown below.

Carter, C.R., Kaufmann, L., Michel, A., 2007. "Behavioral supply management: a taxonomy of judgment and decision-making biases". *International Journal of Physical Distribution & Logistics Management* 37, 631-669.

European Resource Efficiency Knowledge Centre. <https://www.resourceefficient.eu/en>

European Commission, "Good practice in energy efficiency", COM(2016), 761 final.

Deliverable template



10 Annexes

10.1 ANNEX 1: TITLE

Deliverable template



5.2 Annex 2: Meeting agenda template

The next pages present the template for the meeting agenda.



Meeting agenda

Meeting Title

Date: *XX.XX.XXXX*

Meeting Time: *XX - XX*

Location: *X*

Meeting goals / purposes / objectives

A Goal 1

B Goal 2

C ...

Pework – please prepare with the following:

A Pework 1

B Pework 2

C ...

Topics / Discussion term

Time	Item	Facilitator
<i>9:00 – 09:15</i>	<i>Term 1</i>	<i>Person X</i>
<i>09:15 – 10:00</i>	<i>Term 2</i>	<i>Person X</i>



5.3 Annex 3: Meeting minutes template

The next pages present the template for minutes.



Meeting minutes

Meeting Title

Date: *XX.XX.XXXX*

Meeting Time: *XX:XX – XX:XX*

Location: *X*

Persons present: *Person A, Person B, Person C, ...*

Agenda Topic 1

Time allotted	Presenter	Person Responsible	Deadline
<i>09:00 - 9:30</i>	<i>Person X</i>	<i>Person X</i>	<i>XX.XX</i>
Discussion	...		
Conclusion	...		

Agenda Topic 2

Time allotted	Presenter	Person Responsible	Deadline
<i>09:00 - 9:30</i>	<i>Person X</i>	<i>Person X</i>	<i>XX.XX</i>
Discussion	...		
Conclusion	...		

Agenda Topic 3

Time allotted	Presenter	Person Responsible	Deadline
<i>09:00 - 9:30</i>	<i>Person X</i>	<i>Person X</i>	<i>XX.XX</i>



Discussion ...

Conclusion ...

Date, Name

ANNEX



5.4 Annex 4: Presentation template

The next pages present the PowerPoint presentation template (to view the slides click on "presentation object" and then "show").



Gear@SME
Saving energy together



This project has received funding from the European Union's Horizon 2020 Coordination Support Action under Grant Agreement No. 894356.





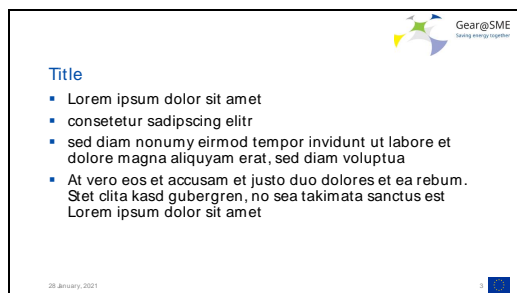
Slide 1



Slide 2



Slide 3




- Title**
- Lorem ipsum dolor sit amet
 - consetetur sadipscing elitr
 - sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua
 - At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet

28 January 2021

3




Slide 4

 Gear@SME
Saving energy together

Title
Sub-title

28 January, 2021 4

Slide 5


 Gear@SME
Saving energy together

Title

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

28 January, 2021 5

Slide 6

 Gear@SME
Saving energy together

Title

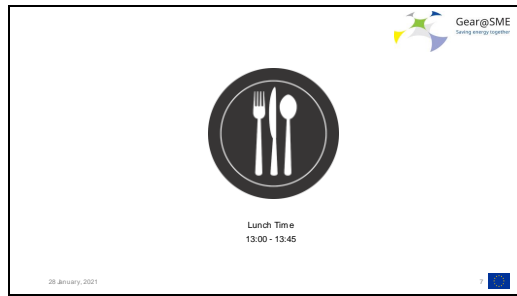
- Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.
- At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.
- Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

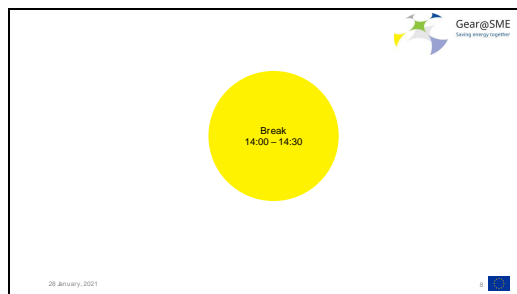
28 January, 2021 6



Slide 7



Slide 8



Slide 9





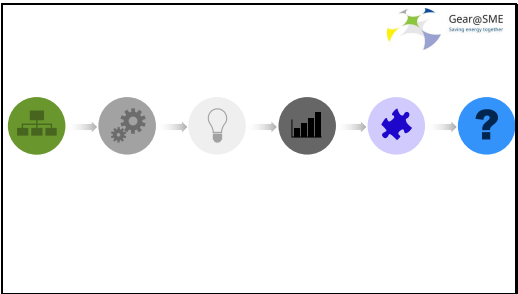
Slide 10



Slide 11

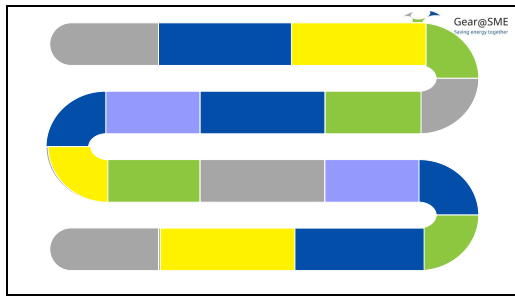


Slide 12

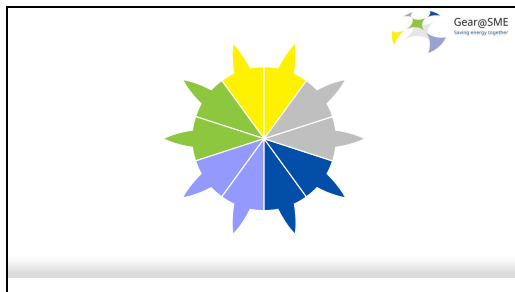




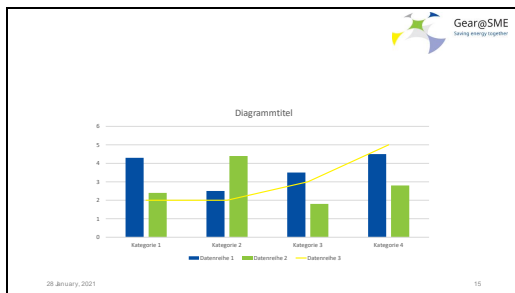
Slide 13



Slide 14

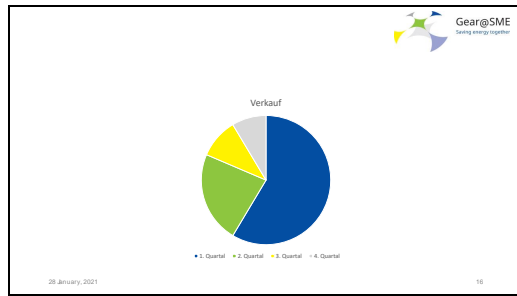


Slide15





Slide 16



Slide 17

