



SERVICES ASSOCIATED TO DIGITALISED CONTENTS
OF TISSUES IN BIOBANKS ACROSS EUROPE

Logo and Templates

Deliverable 7.3

Project acronym: BIOPool
Grant Agreement: 296162
Version: v1.0
Due date: Month 3
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Dissemination level: Internal
Author: F. Moscone and E. Tosetti (Brunel)



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Table of Contents

DOCUMENT HISTORY	3
1 INTRODUCTION	3
2 LOGO	4
3 TEMPLATES	5
3.1 DELIVERABLE TEMPLATE	6
3.2 POWERPOINT PRESENTATION TEMPLATE	7
3.3 MEETING MINUTES TEMPLATE	8
3.4 MEETING AGENDA TEMPLATE	9
3.5 PROGRESS REPORT TEMPLATE	10
4 ANNEX I.....	11
DOCUMENT HISTORY	13
5 EXECUTIVE SUMMARY	13
5.1.1.1.....	13
5.1.1.2.....	13
5.1.1.3 Topic A.....	14
5.2 TOPIC B.....	14
6 THIS IS THE STYLE FOR TITLE 1.....	14
6.1 THIS IS THE STYLE FOR TITLE 2.....	14
6.1.1 <i>This is the style for title 3</i>	14

List of Figures

Figure 1: Logo with title	4
Figure 2: Logo without title	4
Figure 3: Screenshot of the “Forms and templates” page in the reserved area of BIOPOOL website	5
Figure 4: Screenshot of the first page of Deliverable template	6
Figure 5: Screenshot of PowerPoint presentation template.....	7
Figure 6: Screenshot of Meeting minutes template.....	8
Figure 7: screenshot of the Meeting agenda template.....	9
Figure 8: Screenshot of Progress report template	10
Figure 1: This is a figure title.....	14

Document History

Version	Status	Date
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Approval		
	Name	Date
Prepared	Francesco Moscone and Elisa Tosetti	18/12/2012
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Authorised	Roberto Bilbao	18/12/2012

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1 Introduction

This document illustrates the logo and templates used within BIOPOOL project. Logo and templates have been produced following the quality assurance described in Deliverable 8.1.

2 Logo

BIOPOOL logo is reported in Figure 1. This logo appears in BIOPOOL website as well as all official documents produced in the project.



Figure 1: Logo with title

In some cases, when the logo is displayed in a very small size, the version reported in Figure 2, without the full title, is adopted.



Figure 2: Logo without title

3 Templates

A number of different templates will be used for producing documents. A full list of downloadable documents has been included in the reserved area of the website. Figure 3 reports a screenshot of the website “Forms and templates” page in the reserved area of the website.

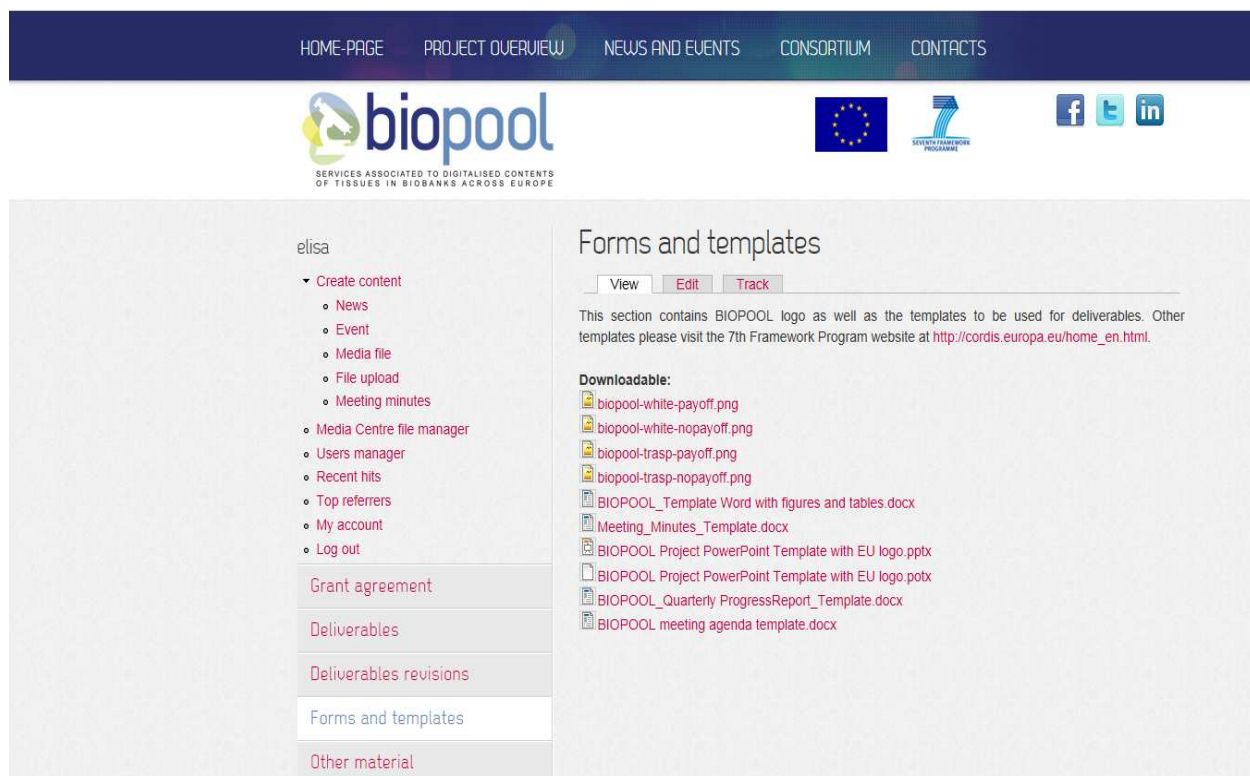


Figure 3: Screenshot of the “Forms and templates” page in the reserved area of BIOPOOL website

In the following, the template for deliverables, and a template for Powerpoint presentations are presented, as well as templates for minute meetings, meeting agenda, and review of deliverables.

3.1 Deliverable template

Figure 4 shows the first page of the template for deliverables, in Microsoft Word 2010 format. The full template is reported in Annex I.



Name of Deliverable

Deliverable X.Y

Project acronym: BIOPOOL
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Figure 4: Screenshot of the first page of Deliverable template

3.2 PowerPoint presentation template

Figure 5 shows a screenshot of the Microsoft PowerPoint template to be used for presentations.

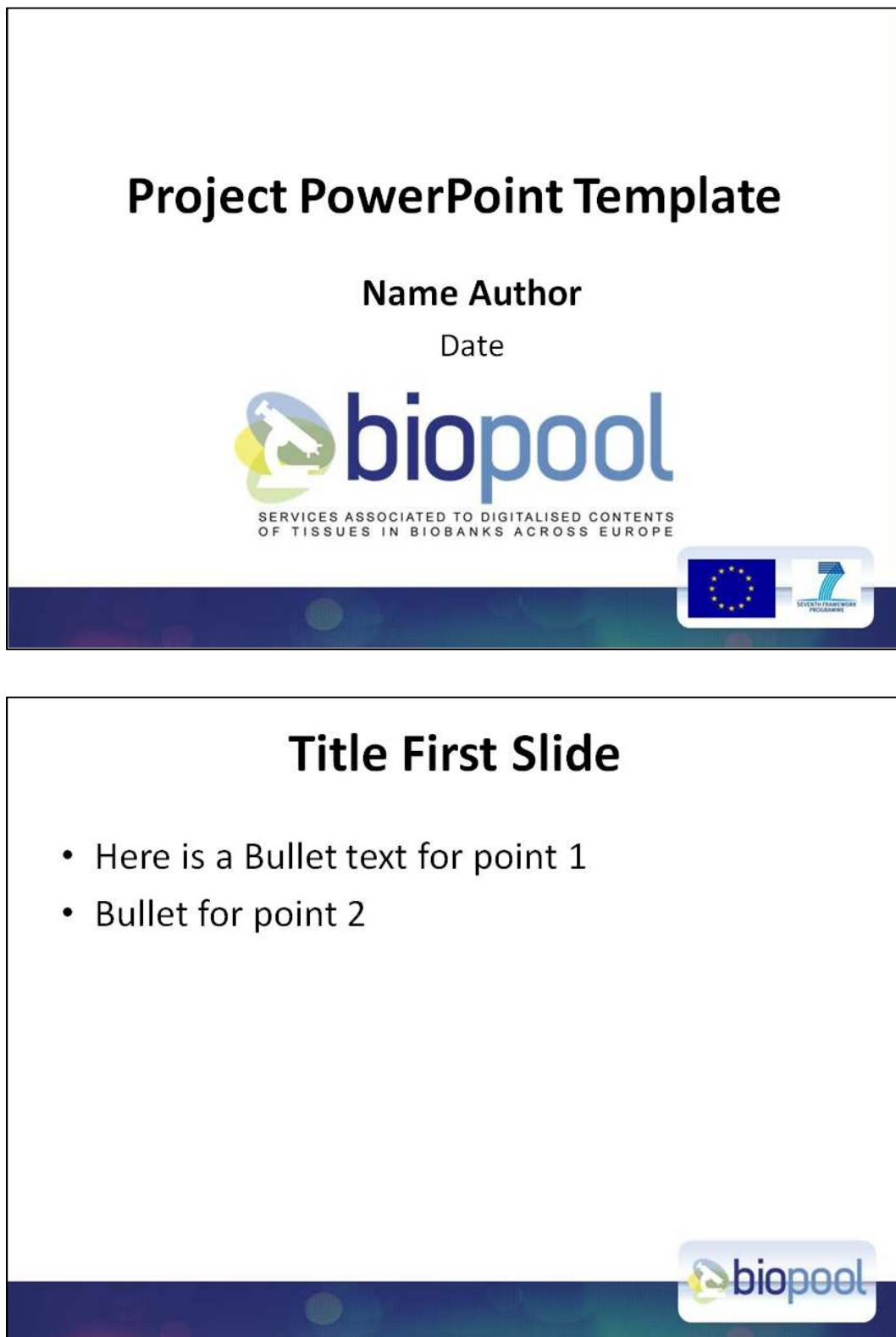



Figure 5: Screenshot of PowerPoint presentation template

3.3 Meeting minutes template

Figure 6 reports a screenshot of the Meeting minutes template. This will be used for writing minutes of all BIOPOOL meetings.

 **BIOPOOL Meeting Minutes**

I
Date: 18-Dec-12
Location:

Invitees Attend:
[Alpha list]

Invitees Attend:
[Alpha list]

Partners/Guests:
[Name, title, organization]

1. First Agenda Item
Notes:
Additional Discussion Points:
• One
• Two
Decision(s):
1. One
2. Two

2. Second Agenda Item
Notes:
Additional Discussion Points:
• One
• Two
Decision(s):
3. One
4. Two

Confidential Visit: www.biopool.org 18-Dec-12

Figure 6: Screenshot of Meeting minutes template

3.4 Meeting agenda template

Figure 7 shows a screenshot of the Meeting agenda template.

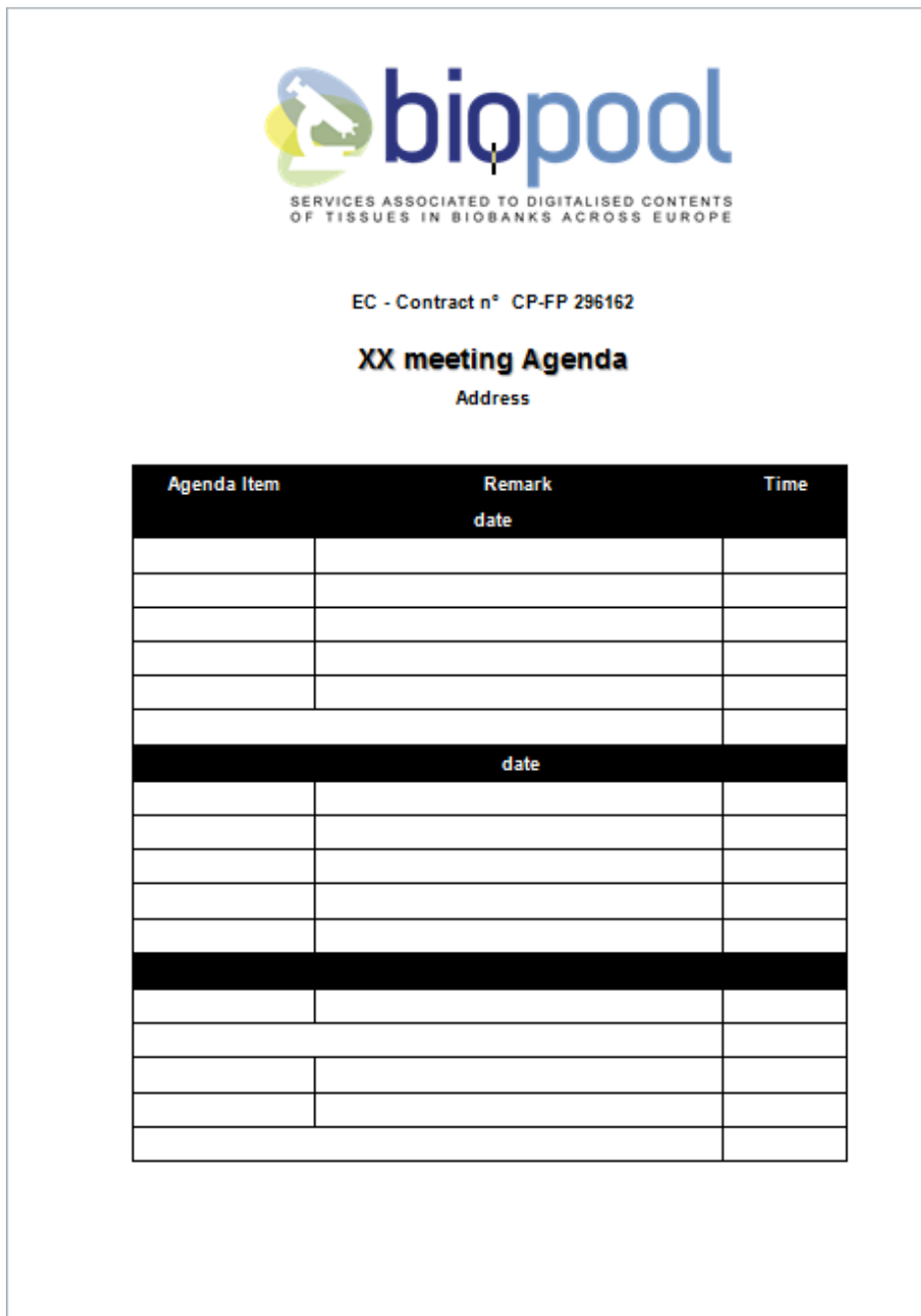



Figure 7: screenshot of the Meeting agenda template

3.5 Progress report template

Figure 8 shows the template of Progress report, to be used for reviewing all deliverables.


BIOPOOL FP7 - #296162 – Quarter Progress Report

Partner	<name>		
Period	Q1 (Sep 2012-Nov 2012)		

(data to be filled)


	WP crisis	✓	Overall Status: <ul style="list-style-type: none"> e.g., OK, two weeks delay of one deliverable 								
	WP in difficulties										
	WP according to plan										
2) WP objectives for the reporting period: <ul style="list-style-type: none"> e.g., collect and consolidate requirements 	Activities performed in the reporting period (how have objectives been achieved): <ul style="list-style-type: none"> e.g. one requirement meeting requirements management tool has been selected draft document has been prepared 										
3) Progress towards the WP objectives of reporting period: <ul style="list-style-type: none"> e.g., partially achieved: requirements have been collected but are not fully consistent; additional consolidation steps are required. 											
4) Deviations of WP schedule and impact on other tasks: <ul style="list-style-type: none"> e.g., final document is not available in time 	Corrective countermeasures: <ul style="list-style-type: none"> e.g., one teleconference for consolidation e.g., new deadline set for deliverables submission 										
6) Status of Deliverables (indicate the percentage of the completion of the deliverable): <ul style="list-style-type: none"> e.g., DX.Y draft version available: 80% 											
7) Outlook (indicate the planning for the next period): <ul style="list-style-type: none"> e.g., finalise DX.Y start with design phase 											
8) Technical meetings or telc.os held within the period. Person, date, place and purpose of meeting. <ul style="list-style-type: none"> E.g. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Destination (city, country)</th> <th style="width: 25%;">Date of travel (dd/mm/yy)</th> <th style="width: 25%;">Purpose</th> </tr> </thead> <tbody> <tr> <td>Roberto Bilbao</td> <td>Bilbao, Spain</td> <td>12 and 13/09/2012</td> <td>BIOPOOL, Kick-off Meeting</td> </tr> </tbody> </table>				Name	Destination (city, country)	Date of travel (dd/mm/yy)	Purpose	Roberto Bilbao	Bilbao, Spain	12 and 13/09/2012	BIOPOOL, Kick-off Meeting
Name	Destination (city, country)	Date of travel (dd/mm/yy)	Purpose								
Roberto Bilbao	Bilbao, Spain	12 and 13/09/2012	BIOPOOL, Kick-off Meeting								
9) Travels Person traveling, date, place and purpose of meeting.											

Figure 8: Screenshot of Progress report template



Name of Deliverable

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Table of Contents

1	DOCUMENT HISTORY	¡ERROR! MARCADOR NO DEFINIDO.
2	EXECUTIVE SUMMARY	¡ERROR! MARCADOR NO DEFINIDO.
3	TOPIC A	¡ERROR! MARCADOR NO DEFINIDO.
4	TOPIC B	¡ERROR! MARCADOR NO DEFINIDO.
5	THIS IS THE STYLE FOR TITLE 1	¡ERROR! MARCADOR NO DEFINIDO.
5.1	THIS IS THE STYLE FOR TITLE 2	¡ERROR! MARCADOR NO DEFINIDO.
5.1.1	<i>This is the style for title 3</i>	¡Error! Marcador no definido.
5.1.1.1	This is the style for title 4.....	¡Error! Marcador no definido.

List of Tables

Table 1: this is a table title.....	14
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List of Figures

Figure 1: This is a figure title.....	¡Error! Marcador no definido.
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Document History

Version	Status	Date
vX.Y	draft	day/month/year
vX.Y	final	day/month/year

Approval		
	Name	Date
Prepared	xx	13 xx 2008
Reviewed	All Project Partners	13 xx 2008
Authorised	xx	15 xx 2008
Circulation		
Recipient	Date of submission	
Project partners	xx	
European Commission	xx	

5 Executive Summary

Add an abstract if there is one.

5.1.1.1

5.1.1.2

5.1.1.3 Topic A

Here is Normal text in a paragraph. More normal text. More normal text. More normal text. More normal text. More normal text. More normal text. More normal text. More normal text. More normal text. More normal text. More normal text. More normal text. More normal text. More normal text.

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5.2 Topic B

- Here is a Bullet text for point 1
 - Here is BulletIndent text for an indented bullet
- bullet for point 2

Here is a BulletBold text for a bold bullet point

Table 1: this is a table title

No.	This is a Table Title
1	This is table contents
2	item 2

Figure



Figure 9: This is a figure title

6 This is the style for title 1

6.1 This is the style for title 2

6.1.1 This is the style for title 3

6.1.1.1 This is the style for title 4

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