Re: International Workshop on Project Clustering in Industry 4.0, June 21, 2017, McNamara Alumni Center on the University of Minnesota's Minneapolis—East Bank Campus
200 Oak Street SE, Minneapolis, MN 55455

Dear Participant,

Thank you for your interest in the workshop, described in **Attachment 1**.
The objective of the workshop is to stimulate international cooperation in the areas of Industry 4.0: Advanced Robotics, and Industrial Internet of Things, between running projects in the four Intelligent Manufacturing System (IMS) Programme regions, namely USA, EU, Mexico and South Africa in order to stimulate synergies, maximise mutual benefits and to identify potential plans for cooperation within the clusters, based on the shared vision of its participants.

In order to have a fruitful workshop, it is essential that all participants contribute to the timely completion of the documents attached. This will give us time at the workshop for good discussions among participants, hence it is imperative that the preparatory work is undertaken according to the time-frames provided in this letter.

Without the contributions we are requesting from you, we would have to spend time collecting basic information during the workshop, taking such time away from the real purpose of the workshop: discussions and clarifications among the participants about international cooperation issues that are themselves time-consuming and often complex.
The contribution requires a little bit of your time. Your contribution is however very valuable for the success of the workshop.

The contribution requested from you **before** the workshop is the following:

1) Exploitable Results in **Attachment 2**.
Please identify and list, according to the definition in Attachment 1, **exploitable results from your ongoing projects**, that you would like to share and further develop in a cluster. The aim is to identify a few main results (up to 3 max.) per ongoing project around which collaboration could be sought, clusters formed and work-programs drawn.
The objective of this worshop is mainly the collaboration among ongoing and funded projects and not necessarily the formation of new research projects.

2) Characterisation of Exploitable Results in **Attachment 2.**
Each exploitable result should be characterised according to the grey template. The characterisation task of the exploitable results should be allocated to the person within the consortium/organisation, who knows best about them. In this characterisation exercise, you are requested to estimate the "Technology Readiness Levels"- TRLs of the results, as defined in the attachment.

A fictitious example submission of exploitable results is provided as **Attachment 3.**

Exploitable results and characterisations should be filled in as soon as possible but not later than May 30th. They should be sent by e-mail to:

Steven Ray, steve.ray@ims.org

Once we have collected the above information from all the projects, we will send it to you **by Tuesday, June 6th,** together with a matrix for you to complete.

Each project/participant should state his/her expression of interest in the exploitable results of the other projects/participants using the matrix that will be provided. **Expressions of interest should be sent to the above e-mail by June 13th**

The key for success for the workshop is to get your contribution on time, to acquire a good understanding of the projects involved before the event, and to carefully analyse the different offers and demands of the different participants in order to create meaningful clusters that could start working effectively together during the workshop and after.

Thank you for your kind attention. We would be grateful if you could send us by return email an acknowledgment of receipt of this message, and we look forward to the pleasure of meeting you at the workshop. The workshop agenda is provided as **Attachment 4.** In the meantime please feel free to contact us for any further clarifications you may require by working with your regional representative.