

## **1. Project Handbook: Introduction**

This document is the Project Handbook for the 2020 3D Media Project prepared under the ICT Project number FP7-215475 2020 3D Media Spatial Sound and Vision.

The intended audience of the Project Handbook is each individual participant of the project consortium.

The purpose of this document is to provide all project partners with a summary of the most important project procedures (project monitoring, reporting, financial management, internal communication, etc.)

Additionally this document comprises partner and contact lists as well as documentation and communication standards in order to enable quick and efficient communication within the project consortium.

This document was produced by the Project Co-ordinator (BM). It is the first issue of the document reflecting partner and project details at the start of the project. In order to fulfil its function as a quick reference to frequently asked questions and problems, this document will be updated and changed according to the evolution of procedures and progress during the lifetime of the project. The feedback of all partners to improve this handbook is appreciated by the Co-ordinator.

As the Project Handbook is a living document, the up-to-date version can be found on:  
<https://20203dmedia.upf.edu/hand-book>

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