

EUROPEAN FUNDING ACADEMY

7TH FRAMEWORK PROGRAMME

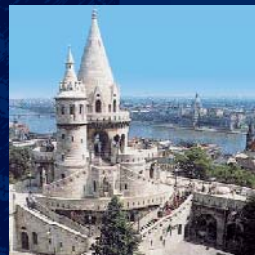
5 WEEK PROGRAMME ON PROJECT DEVELOPMENT AND MANAGEMENT

BUDAPEST, HUNGARY



A NEW INTEGRATED TRAINING
SOLUTION BY
EUROPA MEDIA

29 January-25 February 2007 (eLearning)
26 February-2 March 2007 (Workshop)



ABOUT THE PROGRAMME

Overview

The **Seventh Framework Programme (FP7)** is Europe's main financial instrument for achieving the Lisbon Agenda's goals of growth, competitiveness and employment. It is a key pillar for the creation of a single European Research Area (ERA). The facts are impressive. Over 50 Billion EUR of funding, 10 thematic areas spanning over 7 years.

But it is also a fact that some of the best ideas will never receive funding. Every year thousands of excellent ideas are turned down because the proposals are inadequately developed. And what about the proposals that are positively evaluated? Each year thousands of European project managers and researchers realise the hard way that winning a European project is actually only the beginning. Contracts are lost during negotiations and cost statements are rejected due to mistakes that could have been avoided by proper project management.

What can you do to avoid this? There are hundreds of "Information Days" and quick seminars on developing "Bulletproof Proposals" organised in Europe every month. It takes years of active practice to make a good project manager. Can you really learn everything you need to know in a one-day seminar?

A team of international experts, who have successfully developed, managed and evaluated hundreds of project proposals under the previous framework programmes have decided to develop what they consider to be the ultimate solution in FP7 research project manager training. The Academy is an all-inclusive training programme without the slightest compromise. The benefits and innovative character of e-learning are combined with hands on exercises during a 5-day practical workshop.

The curriculum of the FP7 Funding Academy is optimised to suit the learning needs of project managers who have limited or no experience with the development and management of projects under the framework programmes.

The target group also includes project managers who have participated in the development of proposals under FP5/FP6 or have been involved in the management of projects. Those who have actively coordinated projects during the earlier programmes are advised to consult our list of seminars and select a course offered at "advanced" level.

FP7 Academy will bridge the gap between "Information Days" and the several years of actual experience required to develop project proposals and manage projects. During the 5-week intensive exercise all activities have been developed to reconstruct what actually takes place during the life-cycle of an FP7 project. You will learn how to:

- *Develop successful project proposals*
- *Represent your organisation at project meetings*
- *Manage your running project*
- *Act as an interface between your research staff and administration*

The combination of **e-learning** with a highly interactive 5-day workshop results in a training efficiency that other seminars are unable to match.



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EUROPA MEDIA Budapest

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A TRAINING PROGRAMME
BY

EUROPA MEDIA PSC.

GEONARDO LTD.

UNIVERSITY OF MISKOLC -
DIGITAL VILLAGES &
COMMUNITY CENTERS

TRAINING AGENDA I.

E-LEARNING

29 January - 25 February (4 weeks)

The FP7 Academy's new, innovative features such as **e-learning and distance tutoring** in combination with personal interaction with Europe's leading project managers, provide efficiency that other programmes are unable to match. With Europe's only full-featured e-learning solution on project development and management we are ready to bring comprehensive knowledge on FP7 programmes right to your desktop.

By taking advantage of the new possibilities offered by e-learning it is now possible to devote more time to the most important issues, such as practice

THEMATIC MODULES

FP7 Basics (20 hours). Understand the policy backdrop of FP7, learn about other Community Programmes and Funds. European Technology Platforms, Strategic Research Agendas, Joint Technology Initiatives, European Research Council, Specific Programmes, Themes... Explanation of all the new terms and expressions used in FP7.

FP7 Priorities and Structure (15 hours). The specific programmes: 1. Cooperation (Collaborative research), 2. Ideas (frontier research), 3. People (Marie Curie actions), 4. Capacities (Research infrastructures). Learn about the Themes and cross-cutting programmes with special focus on your selected thematic areas.

FP7 Instruments (15 hours). What are the new instruments and how do they work? Collaborative research (Collaborative projects, Networks of Excellence, Coordination and Support actions), Joint Technology Initiatives, Article 169, ERC Independent Research Grants, etc. Examples. How to tailor a project idea under different instruments.

FP7 Project Development (20 hours). How to get started. From download until submission. General provisions, eligible countries, eligible consortia, Calls (for

proposals, for experts, for services and competitive calls), developing the budget, Instruments/funding schemes, Research themes. The role of the Coordinator. The proposal chapters and forms. Typical mistakes and suggestions.

FP7 Project Management (20 hours). The new financial rules and forms. The EC contract, the Consortium agreement and the new contractual framework in FP7. Coordination, reporting obligations, responsibilities, tasks, IPR, Risk-Sharing, Audits. Time and cost-keeping systems, examples, best practices in project management.

HORIZONTAL MODULES

Project Proposal Preparation in practice (40 hours): Users in the system will establish contact, interact with each other and start developing their joint project proposal. Progress will be monitored and moderated by tutors of the Academy.

Exam (90 minutes). For the workshop in Budapest students must have a thorough understanding of the new priorities, instruments, rules and the basics of developing and managing FP7 projects. An online test will be conducted to test the actual level of their knowledge.



Why E-learning?

This relatively new teaching method, based on cost effective digital technology and meeting all possible user requirements, has many advantages compared with traditional training courses:

- Flexibility, study in comfort, **easy access** - users can work through the material according to their own schedule; there are no time restrictions
- E-learning technology provides an **interactive training environment**, where participants can also contact each other, share information, ask questions and test their abilities

EUROPEAN
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BUDAPEST

TRAINING AGENDA II.

FP7 PROPOSAL DEVELOPMENT & MANAGEMENT

26 FEBRUARY - 2 MARCH 2007, BUDAPEST, HOTEL MERCURE KORONA****

The Academy is based on two pillars:

- **Pillar I:** Synthetised theoretical information on FP7 presented in a clear, understandable format.
- **Pillar II:** Practical advice for project developers and managers based on experiences gained from years of successful EC project development and management.

DAY 1

Lectures (morning):

- » Beyond FP7: the new EC 2007-2013 budget period and the relationship between FP7 and other important programmes
- » The subjective dimension of FP7 - lessons learnt under FP6 and earlier framework programmes

Workshop (morning):

Themes (participants are grouped according to their thematic priorities). The objective of the groupwork is to help better understand the new topics and priorities.

Workshop (afternoon):

Developing a Demo Proposal Part I. Interactive real-life simulation of project proposal development. Setting up a consortium. Roles and tasks of the Coordinator and the project Partners.

Evening: "group work" continues in 3 distinct locations in Budapest

DAY 2

Lectures (morning):

- » The new Instruments of FP7 - a subjective overview with discussions based on past experiences and expectations
- » Developing superior FP7 proposals: the first steps. Content development. Examples. Dos and Don'ts

Workshop (morning + afternoon):

Developing a Demo Proposal Part II: Participants continue to work on their project proposal closely monitored by the trainers. Technical chapters, content development.

Evening: Diverse consortium building exercises

DAY 3

Lectures (morning):

- » Developing high-quality FP7 proposals: specific examples, typical mistakes. Discussion on each chapters of Part B.

Workshop (morning+afternoon):

Developing a Demo Proposal Part III: Finalising the proposal, administrative and financial chapters. Demo proposals are submitted by the end of Day 3. Project concept presentations.

Evening: Sightseeing Tour by Bus & Common Dinner

DAY 4

Evaluation Day (workshop morning+afternoon)

An entire day will be dedicated to the real-life simulation of the evaluation procedure. Participants will be requested to read and evaluate project proposals according to the strict routines of FP7. All proposals are actual proposals submitted earlier by the organisers under FP5 and FP6. The goal of this exercise is to allow the participants to see real proposals AND make them understand the evaluation process.

» Morning Lecture: Orientation

» Individual Evaluation (app 1.5 hours/proposal)

» Consensus Meetings (30 minutes/proposal)

» Panel Meeting, final ranking (30 minutes)

Discussion: experiences, impressions and important observations. Lecture on contract negotiations at the end of the day.

DAY 5

Morning Workshop: Contract negotiation role-play (based on the proposals submitted by each group on Day 3).

Afternoon Workshop: Project management in practice, Financial management. Reporting. Audits. Final discussion.



FEEDBACK

"Lecturers are very dynamic and professional. One can feel that they know what they are talking about"

Ms. Pauline Borgniet, ARMINES, France

"I was able to gain an overview and have sufficient knowledge to take a proposal forward with confidence."

Mr. David Wylie, Wylie Associates, United Kingdom

"The seminar reached fully my expectation in the field of getting and sharing Project Management experiences in the EC programmes financed project"

Marko Kac, Maribor Development Agency, Slovenia

ACADEMY FOCUS

EUROPEAN FP7 FUNDING ACADEMY BUDAPEST

FP7 PROJECT DEVELOPMENT

Some of the best ideas will never receive funding, and that's a fact. Putting forth a good proposal built around an excellent idea is simply not enough any more. As sad as it may be, you just have to accept the fact that developing proposals is based more and more on professional experiences. The truth is that most submitted proposals are very good and even excellent. The stakes are much higher, and competition is much more fierce.

FP7 PROJECT MANAGEMENT

Each year thousands of European project managers and researchers realise the hard way that winning a European project is actually only the beginning. This realisation has a price, and it isn't cheap. Contracts can be lost during negotiations and project reports are rejected due to mistakes that could have been avoided by proper project management. Even if everything goes well, there will always be cost items that will not be accepted in your reports due to various reasons.

FP7 ACADEMY

The FP7 European Funding Academy is the ultimate solution in FP7 research project manager training. The course is based on 100% practice with the goal of training project managers, who will not only develop the skills needed for putting forth successful applications, but will also learn the necessary means of communicating and working in an international environment. We have designed an intensive training course with the objective of providing you with the most comprehensive training available for FP7 project development and management. Participants, you start with a one-month long e-learning course that is designed to provide you with in-depth knowledge about FP7, its history, basis and priorities.

After the e-learning course there is an intense 5-day workshop that will help you boost your skills in project management and will allow you to put to use the knowledge you have gained through the e-learning course. The 5-day workshop is held in Budapest and focuses on providing you with practical experience. Experts throughout Europe are invited to impart their knowledge on you and help you work out all the fine details of how to be successful not only in writing a project, but also in building a winning consortium, mastering the negotiations, and implementing and monitoring your project. As you can see, we go way beyond the basics to provide you with the most comprehensive training available, no question.

FP7 THEMATIC AREAS

Health - emphasis on transferring basic research discoveries to clinical applications

Food, agriculture and biotechnology - safer and healthier foods, sustainable agriculture and renewable bio-resources

Information and communication technologies - new applications for the industry and households

Nanosciences, nanotechnologies - generating knowledge for breakthrough

Energy - renewable energy sources

Environment - including climate change and earth observation

Transport (including aeronautics) - environmentally-friendly trans-European transport systems

Socio-economic sciences - complex social issues including employment and social cohesion

Security technologies - devoted to security with applications in the civil and defence areas

Space - supporting the European Space Programme



New elements in FP7:

- Emphasis on Research Themes
- Simplification of procedures
- European Research Council
- Development of Regions of Knowledge
- European Technology Platforms
- Joint Technology Initiatives
- Strategic Research Agendas
- 4 Specific Programmes
- Risk-Sharing Finance Facility
- Emphasis on international Cooperation
- Coordination with non-EC programmes
- Cooperation (collaborative research)
- Ideas (frontier research)
- People (Marie Curie actions)
- Capacities (research infrastructures)

And many more...

VENUE & ACCOMMODATION

BUDAPEST



The capital city of Hungary, Budapest, is the meeting point of North and South, East and West. The intercrossing cultures blend into a unique synthesis, while remaining characteristically Hungarian.

Budapest possesses a rich and fascinating history as well as a vibrant cultural heritage. Recognizing the unique value of its traditions, it has managed to maintain its magic and charm, and is rightly known as the Queen of the Danube. It has also been called the City of Spas, as there are dozens of thermal bath complexes served by over one hundred natural thermal springs.

USEFUL LINKS

www.2007-2013.eu
www.eucenter.org
www.hungary.com
www.budapestinfo.hu
www.accorhotels.com



VENUE

www.accorhotels.com

Hotel Mercure Korona**** lies in the heart of downtown Budapest, on Kálvin Square close to the National Museum. Other parts of Budapest can be easily accessed from the hotel by tram or by underground railway. This modern four star hotel consists of two buildings connected by a bridge-like corridor spanning the road below.

The Hotel has 424 sound-proof rooms with air-conditioning, colour TV with satellite channels, pay video-programmes, phone, safe, electronic security key system, PC-connection and minibar. There are 244 rooms for non-smoking guests.

The location is excellent, on a side street just off one of the city's busiest thoroughfares. The windows have been soundproofed, ensuring your stay will be peaceful. There are many trendy cafés and excellent restaurants nearby and many sights are within easy walking distance.

Web: www.mercure-korona.hu



ACCOMMODATION

Accommodation is **only** included in the **Special Early Bird Package** for the period of 26 February - 2 March (4 nights) including breakfast in the venue hotel.

For delegates who apply **after** the early bird deadline but wish to stay in Hotel Mercure Korona, Europa Media may still be able to arrange accommodation at a preferential rate. However, availabilities are not guaranteed.

Delegates wishing to take advantage of the rates offered shall indicate it on the application form.

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BUDAPEST

PRACTICAL INFORMATION

OTHER ACCOMMODATION OPPORTUNITIES

Hotel Ibis Budapest Centrum ***

Comfortable, modern hotel which is situated just opposite to the course venue. It is also close to the National Museum at Kálvin tér, Central Market Hall and Váci utca shopping. What's more, Ráday utca is home to an ever-growing number of swanky cafés and bistros, making it a lovely place to visit both during the day and in the evening.

Each rooms are fully air-conditioned and sound-proofed, with colour-TV (featuring in-room movies), direct-dial telephone and PC-connection.

Rooms are available for *74 EUR/room/night*.

Address: 6 Ráday Street, 1092, Budapest, Hungary
Phone: +36 1 456 4100 Fax: +36 1 456 4116
E-mail: H2078@accor.com
Internet: <http://www.accorhotels.com>

Hotel Erzsébet Budapest***

Hotel Erzsébet is situated in the heart of the city within a few minutes stroll from the primary business-, financial-, cultural- and commercial centres, and the famous shopping street, Váci utca. The course venue is within 5 min. walking distance. Rooms available from *70 EUR/night* including taxes and breakfast.

Address: 11-15 Károlyi M. Street, 1053, Budapest, Hungary
Phone: +36 1 889-3700, Fax: +36 1 889-3763
E-mail: erzsebet.reservation@danubiusgroup.com
Internet: www.danubiushotels.com/erzsebet

InterContinental Budapest *****

Voted as "best view" hotel in Budapest, the luxury InterContinental Budapest - standing on the bank of the Danube - is the best location in town. Váci utca, Budapest's main shopping mile is conveniently close to the hotel whilst the course venue is only within 10 min. walking distance. *Rooms are available from 112 EUR/room/night* excluding taxes and breakfast.

Address: 12-14 Apáczai Csere J. Street, 1052, Budapest, Hungary
Phone: +36 1 327 6333, Fax: +36 1 327 6357
E-mail: budapest@interconti.com
Internet: www.ichotelsgroup.com

APPLICATION IS EASY

- Fax a completed registration form to: +36 1 436 903
- E-mail all info indicated on the attached application form to: info@europamedia.hu
- Via the Web (from 1 December) - please visit www.eutrainingsite.com



TRAINING FEE

SPECIAL EARLY BIRD PACKAGE: (including accommodation) 1990 EUR + VAT (20%)

The package includes the official training materials (electronic+hard copy), tutoring during the distance learning, plus coffee breaks, lunches for the five days, a common dinner, a sight-seeing tour and 4* accommodation in the hotel where the training takes place for 4 nights (26 February - 2 March) with breakfast.

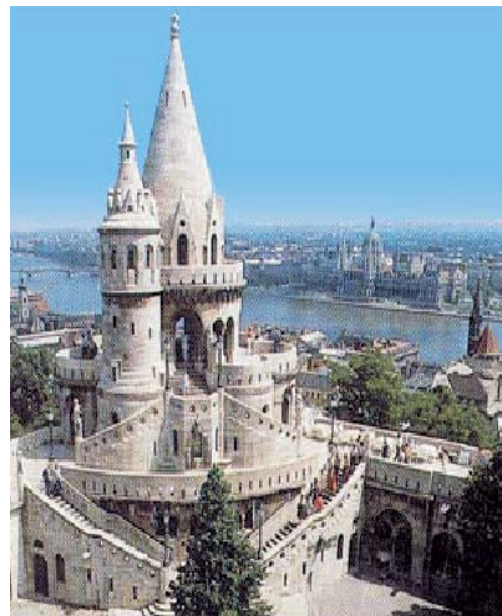
Upon receipt of the payment before 31 December 2006

Special Early Bird Rate: 1690 EUR + VAT (same as above, without accommodation)

Upon receipt of the payment before 31 December 2006

Standard Rate: 2250 EUR + VAT (20%)

Rates include the official training materials (electronic+hard copy), tutoring during the distance learning, plus coffee breaks, lunches for the five days, a common dinner and a sight-seeing tour. Accommodation is **not** included.



ABOUT THE ORGANISERS

Europa Media PSC

www.eucenter.org

Europa Media is Europe's leading provider of training programmes and courses on EC project design and implementation. Training programmes have been organised on three continents with over 5000 participants from 38 countries.



REFERENCES



FP6 - Wollongong, Australia - 21 February, 2005

This course was designed to give an overview of benefits of the participation in FP6 projects through real project examples, and to provide useful hints and tricks for Australian and New Zealander project proposers.

EUROPA MEDIA
Budapest Office
15 Vitorla Street
1031 Hungary

European Project Development - Energy & Environment St. Julians, Malta - 21-22 September, 2005

This special workshop was organised for project leaders and CEOs from the energy and environment sectors to introduce them to the full spectrum of available EC funds and other financial alternatives.



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Istanbul, Turkey - 26 June, 2005

This seminar is designed to give a general overview of the EU funding opportunities and Community programmes open for Turkey, and to take participants deep into the practical issues of project development through sharing experiences.

Lisbon, Portugal & Paris, France - 2004

Seminar series on Business Cooperation and EU funding Opportunities and on proposal development and project management in Central-Eastern Europe for French and Portugal Companies



GEONARDO Ltd.
Budapest
18 Kunigunda Road
1037 Hungary



FP6 Management, Budapest, Hungary-25-26 May 2006

The two-day seminar on how to manage projects supported by the Sixth Framework Programme. FP6 project managers were provided with useful hints and tricks on contracting, reporting, monitoring and management techniques.

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Web: www.geonardo.hu

Geonardo Ltd.

www.geonardo.com

GEONARDO Ltd. is a high-tech consulting firm specializing in business consulting. Over the past few years, the company has successfully participated in a variety of European Union funded projects, laying the foundation for experience with various types of project finance mechanisms, including domestic and European grants, venture capital and bank loans. The professional compe-

tence and experience of the Geonardo team regarding EU project development is exceptional in Central-Eastern Europe. Training courses presented by the experts of the company have attracted thousands of participants from all over Europe. In addition to its own projects, company experts have developed over one hundred EC project proposals on a consulting basis.

The organisers of the Academy have an outstanding track record of initiating, managing and implementing European projects. Senior project managers of GEONARDO Ltd. and Europa Media PSC will act as trainers during the Academy and will be supported by invited international professionals from leading European organisations. The multinational composition and the profound experience of the Academy staff combined with the much sought after focus on the practicalities make the **FP7 Funding Academy the ultimate solution in research project management and development training.**

SELECTED PROJECT REFERENCES

EUROPEAN FP7 FUNDING ACADEMY

BUDAPEST

PROJECTS CO-ORDINATED BY GEONARDO

The aim of the **SME ENVIRONMENT** FP6 project is to support the participation of the small- and medium sized companies by means of advanced e-learning technologies from the accession countries in the Sixth Framework Programme. GEONARDO is the Co-ordinator of the project. EC support of the project is EUR 300 thousand. Ref: FP6-003925. www.sme-environment.org

The **RESBOAT** FP6 project supports the thematic promotion and dissemination of project results related to renewable energy resources (RES) and to demonstrate the feasibility of new energy technologies. The series of events will be held on the "RES BOAT". The FP6 project is co-ordinated by GEONARDO and has a 100% EC contribution of 290.000 EUR. Ref: FP6-2006-038668

Ore Mining and Environmental Technology Information Network (**OMENTIN**) In the aftermath of the devastating cyanide spill in the Tisza River, GEONARDO launched an FP5 project (under The Fifth Framework Programme) with Hungarian, Romanian, American, Swedish, and Austrian participation under its supervision. The support is EUR 300 000. Ref. EU/HRP-CT-2001-00002. www.omentin.org

The **GEOTHERMAL POWER** project, co-ordinated by GEONARDO, is funded by the European Union's ALTENER Program. A new feasibility study concept was developed on building geothermal mini-power generating plants. Its total cost is EUR 0.8 Million. Ref. EU/AL-2002-045. www.geothermalpower.net

Co-ordinated by GEONARDO the **BIOFUEL MARKETPLACE** project will create a web-based biofuel marketplace in order to provide a forum where Europe's biofuel stakeholders can promote their technologies, exchange ideas, sell and buy biofuel products, disseminate results. Ref. EIE-05-022. www.biofuelmarketplace.com

OTHER PROJECTS BY GEONARDO

The aim of the FP6 **ECO-PCCM** project is to introduce a new class of eco-friendly and cost-effective polymer composite construction material. The project addresses combination of European and Balkan scientific and engineering expertise. GEONARDO Ltd. represents Hungary in this project. Ref. FP6-2005-PL 509185

The aim of the FP5 **INTUSER** project is to better inform the European public about the uses of alternative energy sources and sustainable development. The bottom line is EUR 450 thousand provided by the EU. The project is co-ordinated by the Hungarian INNOTERM Ltd. GEONARDO Ltd. is the Hungarian member of the international consortium. Ref. EU/RPTN-2001-09. www.intuser.net

The objective of the FP6 **ASTECH** project is to support industrial manufacturers and engineering companies of heating and cooling systems in their development, by introducing more renewable energy sources in their technology. GEONARDO Ltd. is a member of the consortium. Ref. FP6-2006-19892

The primary goal of the FP6 **E-CONSULTING** project is to establish an EU consulting service through the Internet, preparing companies of the ten New Member States and the Candidate Countries for participation in projects financed by the European Union. GEONARDO is the partner in this project. Ref: FP6-2003-ACSSA-GENERAL-510555. www.sme-consulting.net



The objective of the FP5 **AQUAREC** project - supported by FP5 - is to provide knowledge for a rational wastewater reuse strategy in Europe as a major component of sustainable water management practices. GEONARDO is a member of the consortium. Ref. EVK1-CT-2002-00130, www.aquarec.org

The **TRAINASA** project - funded by FP6 - aims to increase the low participation of young Albanian researchers in the Framework Programmes by providing them with comprehensive training courses and traineeship programmes on developing and managing successfully international projects. Budget and EC support: 136.000 EUR. Ref: FP6-2006-043848

THE TISZA RIVER PROJECT's main goal is to examine again water-management practices throughout the Tisza river watershed area by applying uniform standards. GEONARDO Ltd. was a member in this FP5 consortium. Operating budget: EUR 2,8 million. Ref. EU/EVK1-2001-00088. www.tiszariver.com

The project "**ENERGY FORESTS**" was endorsed by the EU with a support of EUR 300.000. The project - with GEONARDO Ltd's participation - quantified the potential increase in energy production by means of forest planting on low soil-quality and agriculturally worthless land areas. Ref. EVK-CT-2002-80647 www.energyforest.com

The **IRON CURTAIN** FP5 project aimed to spark broad based economic activity along the former iron curtain by setting up operative management schemes. Its total funding is EUR 3,9 million, with GEONARDO Ltd. as a full member of the consortium. Ref. EU/QLRT-2000-01401. www.ironcurtainproject.com

The overall aim of the FP6 **Concerto AL PIANO** project is to provide the experts, members of the relevant public authorities (Alessandria, Italy) and citizens with a "sustainable city" example. Geonardo is the partner responsible for the dissemination of the project results in Central-Eastern Europe. Ref. FP-2006-038569

DISCLAIMER

Europa Media is not linked or related to the European Commission or to any European government in any respect. The EU CENTER website is maintained and managed by Europa Media. It is an independent forum, intended primarily for those proposing projects. The name "EU Center" refers to the portal's aim to unite and classify all information related to EC programmes through a single portal. These services are not supported by the EC or by any public funds and the portal cannot by any means be considered an "official" initiative of the EU. The official website of the EU can be reached through the Europa Server at www.europa.eu.int. Europa Media does not resell or otherwise commercially exploit freely available public information and does not imply that this information is restricted or only accessible through the EU Center.org website or its trainings.

All interested parties are strongly advised to consult the official website of the EC at www.europa.eu.int, the websites of ministries, various helpdesks, Information Relay Centres (IRCs), Euro Info Centres (EICs), Business Innovation Centres (BICs) and/or other official networks, supporting organisations or EC representations (e.g. EU Delegations in countries outside the EU) before taking advantage of services delivered by commercial providers.

The information provided at our training courses is intended for information purposes only. Under no circumstances shall Europa Media or any of its employees, partners or agents be held liable for any direct, incidental, indirect, special, consequential or other damages including, without limitation, lost revenues or lost profits, arising from or in connection with the use of the information provided in the training materials or during the training courses. No advice or information given by the trainers, employees, invited lecturers shall create any warranty or liability including, without limitation, the accuracy, completeness, or reliability of content of the training courses.

Cancellation policy, money back guarantee

Should you be unable to attend, a substitute delegate is always welcome. Alternatively, provided you notify us in e-mail or fax prior to the session Europa Media will forward you the refund consisting of the registration fee, minus a certain % of service charge as follows:

- Over 30 business days before starting date - 15% of the amount
- 29 to 15 business days before starting date - 50 % of the amount
- 14 to 8 business days before starting date - 75 % of the amount

Regrettably, no refunds will be made if less than 8 days notice of cancellation is given.

Each transfer of registration to other course dates filed one month prior to the beginning of the course will be charged an extra 15 % for administrative costs. No additional charge for substitute participants will be added.

Europa Media PSC reserves the right to cancel the course up to 2 weeks before the starting date of the session. Europa Media accepts no responsibility for costs incurred in relation with the course (travel, hotel, etc.) for the participants.

Participants agree that any claim, action, or legal proceeding arising out of the use of our services shall take place in Hungary, be governed in accordance with the laws of Hungary and participants agree to fully submit to the jurisdiction of the city Court of Budapest.

How to apply?

- To be registered participants of the seminar, applicants first shall fill in the application form and send it back to the given fax number! (+36 1 436 9038)
- Applicants will receive a confirmation letter from Europa Media upon receiving the application form via e-mail, in which the EUcenter Team will inform them that the invoice is being prepared and sent (via fax, e-mail and regular registered mail) to the indicated address. All accounting details will be indicated on the invoice.
- In order to take part in the international training course, applicants shall send advanced payment at least 10 working days prior to the event. Please, do not forget to indicate the number of your invoice and the name of the applicant on the bank transfer order!
- The official confirmation of your registration will be provided to participants via fax and/or e-mail once the transferred registration fee appears on the account of the organisation or EUcenter receives the confirmation of bank money order. (A copy of the bank money order as confirmation is accepted only from governmental bodies, public authorities or universities.) Please note that if EUcenter does not receive the necessary confirmations 10 business days prior to the course, the participant is requested to pay the course fee in cash on the day of the event.
- Upon the official confirmation of application, participants will receive a detailed thematic program and other useful information.

How to pay the registration fee? - Payment policy

Options:

- Bank money transfer to Europa Media's account
- Cheque payable to Europa Media (in EUR)

Participants are requested to pay the registration fee after they received the invoice issued on their names. The invoice will include all information (account number, SWIFT number, etc.), which is necessary for a bank money transfer. The confirmation of the bank money transfer shall be sent to Europa Media either via e-mail (info@europamedia.hu), or fax (+36 1 436 9038).

Conditions of participation

Participants are allowed to take part in the course if they can present their official confirmation letter - sent by Europa Media - at the venue. The official confirmation letter is provided to delegates after their payments are made.

EUROPEAN FP7 FUNDING ACADEMY

29 JANUARY - 2 MARCH 2007

APPLICATION FORM

Please use block capitals!

Title (Mr., Ms.)

Surname

First name

Name of Institution or company

Field of activity of Institution or Company.....

.....

Account Address:

City:..... Postalcode:..... Country:

Other details required (VAT No, etc.):

Postal Address (if different from above).....

City:..... Postalcode:..... Country:

E-mail

Telephone (including country code)

Fax (including country code).....

Other comments

STANDARD FEE (excluding accommodation): 2250 EUR+ VAT (20%)

SPECIAL EARLY BIRD PACKAGE (including accommodation): 1990 EUR + VAT (20%)

Special Early Bird Rate (excluding accommodation): 1690 EUR + VAT (20%)

EARLY BIRD RATES APPLY FOR PAYMENTS MADE ON OR BEFORE 31 DECEMBER 2006.

All rates include the official training materials (electronic+hard copy), tutoring during the distance learning, plus coffee breaks, lunches for the five days, a common dinner and a sight-seeing tour.

Note: The SPECIAL EARLY BIRD PACKAGE in addition to the above mentioned, includes **4* accommodation** in the venue hotel for 4 nights (26 February - 2 March) with breakfast.

I have carefully read the terms and conditions mentioned in the Disclaimer and by sending this registration form to Europa Media hereby agree to be bound by the terms and conditions outlined therein.

Please fill in and forward the application form to our fax number: +36 1 436 9038

Upon registration applicants will receive a confirmation letter via e-mail. This letter will inform them that an invoice is being prepared and will be sent to the indicated address by regular mail. All accounting details will be provided on the invoice. Cancellation Policy: Should you be unable to attend, a substitute delegate is always welcome. Alternatively, should you need to cancel, we will refund the registration fee less a 15% service charge provided you notify us by e-mail or fax at least 15 business days prior to the seminar. Additional penalty fees will apply if cancellation is made less than 30 business days prior to the start of the seminar, see cancellation policy.

Detailed thematics will be sent upon the receipt of the payment. Further information:www.eucenter.org

