



# GET STARTED!

Seminar for call 2 project teams

9-10 November 2016 | Salzburg

## Venue

Hotel Imlauer & Bräu  
Rainerstraße 12-14  
5020 Salzburg  
Austria

Phone: +49 173 850 3937

## Agenda

### 9 November

09:30 – Welcome with a coffee

Welcome by the managing authority & the joint secretariat

10:00 – Start of the seminar

Get to know each other

**Project start:** The next steps

**Project communication:** What you need to know & how to write the communication strategy

12:30 – 14:00 Lunch

**Project reporting:** How does it work? Presentation of reporting procedure and eMS features

**Project changes:** What to do in case of changes in partnership, content or budget?

**Public procurement:** Dos and don'ts in public procurement & how to avoid most common pitfalls

16:00 – 16:30 Coffee break

16:30 – 18:00 Time for networking and individual consultations

19:30 – Networking dinner (place will be communicated at the seminar)



## 10 November

### 09:00 – Start of Day 2

#### Group A (Communication):

**Website training** (for communication responsible)

How does the content management system (CMS) work?

Let's go online: hands-on training (homepage, news stories, event entry, newsletter ...)

**Please bring your laptop for the training!**

#### Group B (Financial management and control):

**Financial control:** General information on the programme's financial control system & **First level**

**control:** How is it organised in your country? Input from national contact points

**Financial management:** Focus on eligibility rules. What to keep in mind? Staff cost calculation and other questions

### 11:00 – 11:30 Coffee break

### 11:30 – 13:00 Time for individual consultations

### 13:00 – 14:00 light lunch and farewell