



# Applicant seminar call 4

9-10 April 2019 | Salzburg, Austria

## Venue

Wyndham Grand Salzburg Conference Centre

Fanny-von-Lehnert-Straße 7, 5020 Salzburg

Phone: +49 174 1915519

+49 173 8504163

## Agenda

### Day 1

Registration opens at 12:00 with a light lunch from 12:00 to 12:45

Start: 13:00

**13:00 – 13:15 Welcome by managing authority and joint secretariat**

**13:15 – 14:45 How to prepare a quality application form**

*Parallel sessions are offered. Participants will split in two groups and attend both sessions.*

Session 1	Session 2
<p><i>Project intervention logic and outputs</i> (read <a href="#">factsheet 0.0</a>)</p> <p><i>Workplan and timeline of activities</i> (read the <a href="#">guidance for EoI/AF</a>)</p> <p><i>Communication</i> (read <a href="#">factsheet 4.4</a>)</p> <p><i>Questions &amp; answers</i></p>	<p><i>How to build a budget. A practical exercise.</i> (read <a href="#">factsheet 1.4</a>)</p> <p><i>Questions &amp; answers</i></p>

**14:45 – 15:15 Coffee break**

**15:15 – 16:45 How to prepare a quality application form (continued)**

Session 1 repeated	Session 2 repeated
--------------------	--------------------

**16:45 – 18:00 Networking with drinks and snacks**

**17:00 – 18:30 Project individual consultations (30 min. each) with JS / MA / ACP staff**

**18:30 End of day 1**



## Day 2

08:30 – 09:00 Project individual consultations (30 min. each) with JS / MA / ACP staff

09:00 Start

09:00 – 09:30 Project management

*(read [factsheet 4.9](#))*

**Role and benefits of observers' involvement**

*(read [factsheet 1.2](#))*

9:30 – 10:00 Information on contractual arrangements and state aid

*(read [guidance](#) and [factsheet 4.3](#))*

10:00 – 10:30 Coffee break

10:30 – 11:30 eMS live demonstration: how to fill in the application form

*(read the [eMS technical guidance](#))*

11:30 – 11:50 National information by the Alpine Space contact points (ACP)

11:50 – 12:00 Wrap-up

12:00 – 13:30 Lunch buffet

12:00 – 13:00 Project individual consultations (30 min. each) with JS / MA / ACP staff

13:30 End of day 2 and departure