

EUROPEAN FUNDING ACADEMY

7TH FRAMEWORK PROGRAMME

DISTANCE LEARNING *PLUS* INTERACTIVE WORKSHOP

PROPOSAL DEVELOPMENT - PROJECT MANAGEMENT -
GRANT AGREEMENT NEGOTIATION - COST STATEMENTS - REPORTING - AUDITS -
FP7 NEW FINANCIAL FRAMEWORK - IPR

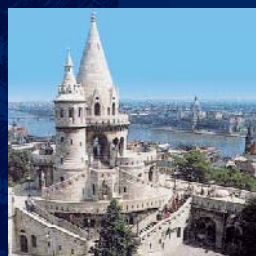
NEW! FIRST ROUND RESULTS OF FP7 CALLS

BUDAPEST, HUNGARY



A NEW 5-WEEK INTEGRATED TRAINING
SOLUTION BY EUROPA MEDIA

24 September - 19 October 2007 (eLearning)
22-26 October 2007 (Workshop)



EUROPEAN FP7 FUNDING ACADEMY

BUDAPEST

A TRAINING PROGRAMME
BY

EUROPA MEDIA PSC.
GEONARDO LTD.

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? Hundreds of "Information Days" and quick seminars on developing "Bulletproof Proposals" are offered throughout Europe, but these one-day events barely scratch the surface when it comes to practicalities.

Our team of international experts, who have successfully developed, managed and evaluated hundreds of project proposals under the previous Framework Programmes, and their successes in the more competitive first round of FP7, have developed what they consider to be the ultimate solution in FP7 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 at all levels. The interactivity of the Academy allows the participants to learn from each other with our expert staff providing guiding support every step of the way. Their success in the first round prove that their tactics are effective in proposal development and project management.

The FP7 Academy targets all those interested in competitively participating in FP7 proposals. Whether an experienced Framework Programme manager or submitting a proposal for the first time, this Academy will help make your proposal and management skills stronger.

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.



Content

- About the programme
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TRAINING AGENDA I.

E-LEARNING

24 September - 19 October 2007 (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. 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. 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. What are the new instruments and how do they work? Collaborative research (Collaborative projects, Networks of Excellence, Co-ordination 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. 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 .

Grant Agreement negotiation: The EC contract, the Consortium Agreement and the new contractual frameworks.

Project Management: Coordination, reporting obligations, responsibilities, IPR. Time and cost-keeping systems, examples, best practices.

Financial issues related to FP7 projects: The new financial rules and forms. Budget preparation, financial management of running projects.

Reporting and monitoring: Accounting system, Activity reports, Management reports, EC audits, Dissemination activities.

HORIZONTAL MODULES

Project Proposal Preparation in practice: 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 (optional): For the workshop in Budapest students must have a thorough understanding of 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

TRAINING AGENDA II.

FP7 PROPOSAL DEVELOPMENT & PROJECT MANAGEMENT

22-26 OCTOBER 2007, BUDAPEST, HOTEL MERCURE BUDA****

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 proposers and managers based on experiences gained from years of successful EC project development and management.

DAY 1

Lectures (morning):

- » An overview of FP7 and a summary of the main changes from FP6»
- » FP7 Project development - a hands-on approach: the first steps. Content development. Dos and Don'ts

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. Project concept presentations

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

DAY 2

Lectures (morning):

- » The Financial Aspects of the Seventh Framework Programme: new financial rules (funding limits, payment modalities, risk avoidance, etc.) FP7 budget.

Workshop (morning):

FP7 Quiz followed by point-by-point assessment.

Workshop (afternoon):

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

Evening: Diverse consortium building exercises

DAY 3

Workshop (morning):

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

Workshop (afternoon): Evaluation

An entire afternoon 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.

- » Introductory Lecture: Orientation
- » Individual Evaluation (approx. 1.5 hours/proposal)
- » Consensus Meetings (30 minutes/proposal)

Discussion: experiences, impressions and important observations.

Evening: Social event: City tour by bus and common dinner



DAY 4

Lectures (morning):

- » Overview of the Grant Agreement negotiation process
- » Getting it right from the very beginning; the Kick-off meeting, the Consortium Agreement, practical tips for project start-up

Workshop (morning):

Negotiating an FP7 Grant Agreement: role-play (based on the proposals submitted by each group on Day 3).

Lectures (afternoon):

- » Financial issues of FP7 project management (financial schemes, cost statements and reporting through examples)

DAY 5

Workshop (morning):

Preparing an Interim Report for FP7.

Lectures (afternoon)

- » Project Management in FP7, EC Audits and Experiences

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

EUROPEAN FP7 FUNDING ACADEMY

BUDAPEST

FP7 THEMATIC AREAS

Health - emphasis on transferring basic research discoveries to clinical applications

Food, agriculture and fisheries, 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

ACADEMY FOCUS

FP7 ACADEMY

The FP7 European Funding Academy is the ultimate solution in FP7 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.

The fundamental feature of the European Funding Academy is that it simulates the entire lifecycle of an FP7 project, from defining the project concept to negotiating the grant agreement and to reporting and audits.

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. But now, the stakes are much higher, and competition is much more fierce.

The Academy will provide you with the necessary skills to turn your idea into a unique and competitive proposal. The lecturers have extensive experience under previous framework programmes and have proven very successful in the first round of FP7 proposals. Now they are ready to share their expertise with you to give you the tools you need to succeed.

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.

The first round of FP7 calls proved more competitive and more intense than previous framework programmes. Where you may have succeeded in previous programmes, it is unlikely that these will help you through FP7. Our lecturers know from first hand success in FP7 how to work through these problems and help you avoid the most common and some of the less obvious mistakes for future FP7 calls.



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 Budapest BUDA**** Only a 1 minute walk from the nearest underground station, the MERCURE BUDAPEST BUDA is located in the business district of Buda, in a contemporary 19-storey building from 1984 with an intriguing step-patterned façade across the street from a large park and the Castel District. Other parts of Budapest can be easily accessed from the hotel by tram or by underground railway.

The hotel offers car hire, car park, fitness facilities, swimming pool and 7 meeting rooms. The 390 guestrooms, over 19 floors, feature light decor, contemporary furnishings and patterned fabrics. All are equipped with dial-up and wireless Internet connections, desks, satellite television with pay movies, direct-dial phones, climate control, ceiling fans, minibars, hair dryers and safes. Budapest Ferihegy Airport is 22 kilometres from the hotel, an approximate driving time of 25 minutes.

Web: www.mercure-buda.hu



ACCOMMODATION

Accommodation is **only** included in the **rates where it is especially indicated** for the period of 22-26 October 2007 (4 nights) including breakfast in the venue hotel.

For delegates who wish to stay extra nights in Hotel Mercure Budapest Buda reservations shall be made by the participants individually and directly with the hotel. Europa Media cannot guarantee availabilities during this period in the venue hotel.



EUROPEAN FP7 FUNDING ACADEMY

BUDAPEST

PRACTICAL INFORMATION

OTHER ACCOMMODATION OPPORTUNITIES

Hotel Ibis Budapest Centrum ***

Comfortable, modern hotel which is situated 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. The course venue is easily accessible by the public transport system. Each room is fully air-conditioned and sound-proofed, with colour-TV (featuring in-room movies), direct-dial telephone and PC-connection.

Rooms are available from 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. 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@danubiushotels.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. Vaci utca, Budapest's main shopping mile is conveniently close to the hotel whilst the course venue is only 15 min. by public transportation. *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 from to: +36 1 436 9038 or eFax: +36 1 999 1866
- E-mail all info indicated on the attached application form to: info@europamedia.org
- Via the Web: please visit, apply and pay on-line at www.eustrainingsite.com.



TRAINING FEE

SPECIAL EARLY BIRD RATE:

including accommodation: 1990* EUR + VAT**

excluding accommodation: 1690* EUR + VAT**

Rate including accommodation 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 (22-26 October 2007).

Rate excluding accommodation includes all of the above mentioned except accommodation.

* For applications made on or before 10 September 2007

Standard Rate:

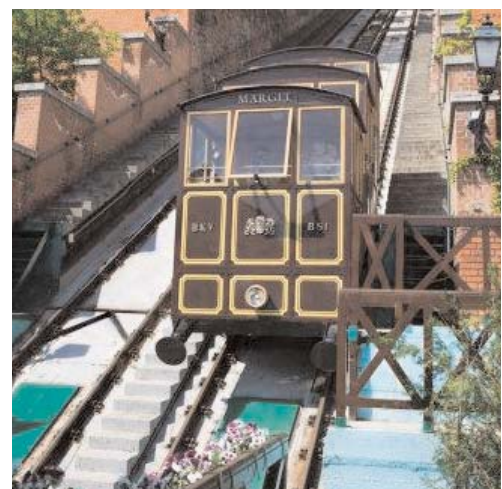
including accommodation: 2650 EUR + VAT**

excluding accommodation: 2250 EUR + VAT**

Rate including accommodation 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 (22-26 October 2007).

Rate excluding accommodation includes all of the above mentioned except accommodation.

** The VAT is 20 %



ABOUT THE ORGANISERS

EUROPEAN FP7 FUNDING ACADEMY

BUDAPEST

Europa Media PSC

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

www.europamedia.org



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.

European Project Development - Energy & Environment, Malta - 21-22 September, 2005, 22-23 September 2006

These special workshops were 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.



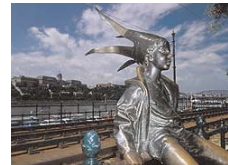
FP7 European Funding Academy - Budapest, Hungary - 5 March - 6 April, 10 April - 10 May 2007

FP7 Academies are meant to bridge the gap between "Information Days" and the several years of actual experience required to develop project proposals and manage FP7 projects.



FP7 Management, Budapest, Hungary - 18-19 June, 5-6 July 2007

2-day intensive training courses on how to manage successfully projects funded by FP7, complemented by a 2-week e-learning and distance tutoring in combination with personal interaction with Europe's leading project managers.



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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Geonardo Ltd.

GEONARDO Ltd. is a high-tech consulting firm specializing in environmental and project management 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 competence and experience of the

www.geonardo.com

Geonardo team regarding EU project development is exceptional in Central-Eastern Europe. The project management skills of the Geonardo team has helped build and maintain the outstanding reputation of the company and have made it a continuous presence in EU projects. 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 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 **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 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 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

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 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 FP5 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 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

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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 events 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. Europa Media also reserves the right to make any modifications the trainers, employees, final agenda and/or lecturers deemed necessary to the content of the event.

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 event 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 or +36 1 999 1866)
- Applicants will receive a confirmation letter from Europa Media upon receiving the application form via e-mail, in which the Europa Media Team will inform them that the invoice is being prepared and sent (via fax or e-mail). All accounting details will be indicated on the invoice. Please note, the original copy of the invoice will be only mailed to you upon receiving the payment.
- 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 Europa Media 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 Europa Media 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:

- By credit card when applying for the event on-line;
- 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.org), or fax (+36 1 436 9038).

Conditions of participation

Participants are allowed to take part in the event if they pay the registration fee in advance. Participants will be asked to present their official confirmation letter or invoice - sent by Europa Media - at the venue. The official confirmation letter and/or the original copy of the invoice is provided to delegates after their payments are made.

EUROPEAN FP7 FUNDING ACADEMY

24 SEPTEMBER - 19 OCTOBER 2007 (ELEARNING)
22-26 OCTOBER 2007 (WORKSHOP)

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

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

SPECIAL EARLY BIRD RATE (excluding accommodation): 1690 EUR* + VAT (20%)

STANDARD FEE (including accommodation): 2650 EUR + VAT (20%)

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

* For applications made on or before 10 September 2007

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.

Rates indicating "including accommodation" in addition to the above mentioned, includes **4* accommodation** in the venue hotel for 4 nights (22-26 October 2007) 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 or eFax: +36 1 999 1866

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.eutrainingsite.com

SELECTED LIST OF PARTICIPANTS FROM PREVIOUS COURSES

International Organisations

- European Space Agency
- International Solar Energy Society
- United Nations Economic and Social Commission for Western Asia (UNESCWA)
- The Regional Environmental Center for CEE (REC)
- UNESCO-IHE Institute for Water Education
- U.S. Mission to the EU
- Euroasia Development & Cooperation Foundation
- International Water Association

Albania

- Ministry of Environment
- Ministry of European Integration

Australia

- University of South Australia
- United Water International
- University of New South Wales
- University of Queensland
- University of Technology Sydney
- University of Wollongong

Austria

- BOKU - Environmental Biotechnology
- E.V.A. Austrian Energy Agency
- ENERGIECOMFORT GmbH.
- GREENPEACE
- Municipal Department 27

Belgium

- Belconsulting NV.
- Brussels Institute for Management of the Environment
- Flemish Environment Agency
- University of Leuven
- Eurocontrol

Bosnia and Herzegovina

- Bosnalijek D.D.

Bulgaria

- Black Sea Regional Energy Centre
- CIBOLA 2000 LLC.
- Green Bulgaria Energy Agency
- HVB Bank Biochim Ad.
- KAVEY Ltd.
- Kozloduy Regional Economic Development Initiative
- Nemetschek Ood.
- Toplofikacija Rousse
- Utilities Ltd.
- V&K Ltd. Rousse
- VEC "Energy" Ltd.
- Via Expo Ltd.

China

- China Academy of Transportation

Croatia

- Croatian Bank for Reconstruction & Development
- Croatian Environment Agency
- Croatian Railways
- ERICSSON Croatia
- Erste d.o.o.
- University of Zagreb
- GFK - Croatia
- Hypo Alpe - Adria - Bank d.d.
- Ministry of European Integration
- PODRAVKA d.d.
- Pricewaterhousecoopers
- SAP d.o.o.
- Thyssen European Consulting Network
- Werkos d.o.o.

Cyprus

- Ministry of Health
- University of Cyprus
- Cyprus Police

Czech Republic

- Centre for Regional Development
- HZMHILL Ceska republika Sro.
- University of South Bohemia
- Institute for Economic and Environmental Policy
- Ministry of Finance
- Ministry of Industry and Trade
- Ministry of the Environment
- Ministry on Education, Youth and

Sports

- Nuclear Research Institute Rez Plc.
- Palacky University

Denmark

- COWI A/S Denmark
- Danish Outdoor Council
- DHI Water & Environment
- Geological Survey of Denmark and Greenland
- Novi Innovation A/S
- Technical University of Denmark

Estonia

- EESTI Energia AS.
- Estonian Woodworking Federation
- Tartu City Government

Finland

- Energy and Environmental Technology
- Expathouse
- Finnish Environment Institute, SYKE
- HAFMEX WINDFORCE OY
- Jyuaskyla Science Park
- Northern Dimension Research Centre
- RAMBOLL Finland Ltd.
- University of Kuopio
- Vantaa Energy
- WATREC Ltd.
- Technology Centre Merinova

France

- Chambre de Commerce et d'Industrie des Côtes d'Armor
- IGBMC Institute
- Riskaudit
- SAS Compte R
- STEP - Société de Télécommunication et d'Électronique Professionnelle
- Union Internationale des Chemins de fer Surveillance de L'environnement
- Ministry for Infrastructure, Transports,
- Regional Development, Tourism and Sea
- BRGM (Bureau de Recherches Géologiques et Minières)
- CNIM - Constructions Industrielles de la Méditerranée
- Hitachi Europe SAS
- ARMINES

Georgia

- Regional Environmental Center - Caucasus

Germany

- Forschungszentrum Karlsruhe GmbH-PTKA
- Gesellschaft für Anlagen- und Reaktorsicherheit (GRS) mbH.
- Max - Planck - Institute of Biochemistry
- Physikalisch- Technische Bundesanstalt
- Planbar - Büro für Stadtplanung und Beratung
- Umicore AG+Co KG.
- Technical University Munich
- University of Heidelberg

Greece

- Forthnet SA.
- University of Macedonia

Hungary

- Budapest University of Technology
- Hungarian Oil and Gas Company Plc.
- Kopint Datorg Hungary
- AUDI Hungary Ltd.
- T-Com Hungary
- Philips Hungary Ltd.
- IBM Hungary Ltd.
- PanTel Hungary
- OTP Bank

Iceland

- Environment and Food Agency of Iceland
- City of Reykjavik

Ireland

- An Bord Iascaigh Mhara (BIM)
- MEATH Emergency Management Agency

Italy

- ALPS Innovation Relay Centre
- At Information Technology Srl.
- Euro Service Srl.
- Fondazione Centro San Raffaele Del Monte Tabor
- Infrastrutture Srl.

- Ministry of Environment and Territory
- Project Automation Spa.
- SELC Pscarl.
- University of Naples Federico II
- Informest - Centro di Servizi e Documentazione per la Cooperazione Economica Internazionale

Kenya

- Ozone Secretariat - UN Environment Programme

Latvia

- Estonian, Latvian & Lithuanian Environment Ltd.
- Latvian Railway
- Ministry of Environment
- PROFIN Ltd.
- State Projects Agency "Vides Projekti"
- Riga Technical University

Lithuania

- Law University of Lithuania
- State Mental Health Centre

Macedonia

- Electric Power Company of Macedonia
- KEDING Skopje
- MOST Citizens Association

Malta

- Malta Environment and Planning Authority
- Malta Financial Services Authority

Norway

- City of Oslo
- Institute of Marine Research
- NOVA - Norwegian Social Research
- Oslo Region European Office
- The Norwegian Radium Hospital
- NORDFORSK

Poland

- Air Force Institute of Technology
- Centrum Techniki Okretowej SA.
- F. Chopin Academy of Music
- Institute of Geophysics (PAS)
- Nicolaus Copernicus University
- Office of the Committee for European Integration
- Office of the Marshal of the Pomorskie
- Oil and Gas Institute
- Silesian University of Technology
- University of Warmia and Mazury in Olsztin
- Warsaw University of Technology

Portugal

- Instituto do Ambiente
- Prospectiva, Projectos, Servicios e Estukos, Lda.
- EIC Caixa Geral de Depositos
- Agencia de Inonacao SA.
- Laboratorio Nacional de Engenharia Civil
- Net Green Developments Lda.
- Edhidrica - Consultores de Engenharia Ambiental, Lda.
- University of Minho

Republic of South Africa

- Council for Geoscience

Romania

- Agency for the Management of Energy and Environmental Protection, Brasov
- CARDS Related Services
- Information Office of the Council of Europe in Bucharest
- National Communications Research Institute
- National Council of Private SMEs in Romania
- Society for Education on Contraception & Sexuality
- University of Bucharest
- VULCASCOT Romania Srl.
- WAPO Service Srl.

Serbia and Montenegro

- European Movement in Serbia
- University of Novi Sad
- Petroleum Industry of Serbia

Slovakia

- S & K Management Systems
- Centre for Project Cooperation

- Institute of Landscape Ecology, SAS
- Ministry of Finance
- Sempol Holding
- Slovensko Elektrárne AS.
- Ministry of Agriculture of the Slovak Republic

Slovenia

- Chamber of Craft of Slovenia
- Institute of Public Health M. Sobota
- Notranjska Environmental Center
- OIKOS Development Consulting Inc.
- Scientific Research Centre BISTRA PTUJ
- National Institute of Biology
- Anton Melik Geographical Institute

Spain

- AINIA - Centro Tecnológico
- CIMNE - International Center for Numerical Methods in Engineering
- Hynergreen Technologies SA.
- Iniciativas Innovadoras SAL.
- Instituto Enerxético De Galicia
- Instituto Tecnológico de Canarias SA.
- ISOFOTON SA.
- Research Center of Catalunya
- ISDEFE - Ingeniería y servicios para la defensa y el transporte
- European Union Satellite Centre
- University of Salamanca

Sweden

- Casa Minunata/Foundation Speranta
- City of Stockholm
- County council of Jämtland
- Hallakra Finanskonsult AB
- Malardalen Energy Agency
- Royal Institute of Technology
- SEEL Scandinavian Energy Efficiency L.
- Swedish Society for Nature Conservation
- Volvo Technology Corporation

The Netherlands

- ECOSECURITIES Netherlands BV.
- IMEC Netherlands
- Royal Dutch Association of the Printing & Alliedindustries
- Open Universiteit Nederland
- Pyxis Discovery BV.
- Yuksel Consultancy
- Leiden University
- Eindhoven University of Technology
- ECN - Energy Research Centre of The Netherlands
- Naval Academy Antwerp
- Provincie Flevoland

Turkey

- Banks Association of Turkey
- Bogazici University
- CNR International Trade Fairs
- Dedeman Holding AS.
- Delta Petroleum Products Trade CO.
- FORD Otomotiv San AS.
- University of Istanbul
- KOC University
- TUBITAK MRC Food Institute
- Sabanci University
- Prime Ministry Secretariat General for European Union Affairs

United Kingdom

- Institute of Cancer Research
- UHI Millenium Institute
- Energy Projects Plus
- E-ON UK Plc.
- Multi - Technologies Group
- Renewables Northwest
- University of Wales Swansea - Space - Applications Services
- London Metropolitan University
- UK Health Protection Agency
- University of Brighton
- University of Edinburgh
- University of Manchester
- Rolls - Royce
- Medical Research Council
- Cardiff University
- Open University
- Ukraine
- Yuzhnoye SDO