



LLP-PROPOSAL DEVELOPMENT

two-day comprehensive training

12-13 December 2011
Budapest, Hungary

Integrated
Practice-based
Inspiring

Turning educational ideas into reality...



Participants will have the opportunity to visit the famous Christmas Fair at Vörösmarty Square.

LLP-PROPOSAL DEVELOPMENT

Delivering results...

DEVELOP YOUR LLP PROJECT

Like many other Community Programmes, applying for Lifelong Learning Programme is highly competitive; only the best projects will be funded, thus the innovative transnational project idea is just the beginning.

DO YOU KNOW HOW TO...

- Justify your project idea for the LLP priorities
- Identify the most appropriate sub-programme and project-type
- Build an excellent partnership that will effectively and efficiently implement your project
- Develop a coherent work plan
- Ensure that your dissemination and valorisation strategy and evaluation plan are comprehensive
- Develop a budget to adequately cover all foreseeable and unforeseeable costs
- Convince the evaluators using the effective proposal tactics

Experience you can trust

To improve the likelihood of getting your proposal accepted, we are offering a two-day LLP Proposal Development course. The course will provide you with the tactics tools to develop your idea into a successful Lifelong Learning Programme proposal.

INSPIRING

- Tips and tactics on proposal development
- Contact building with other European organisations
- Personal consultation with experts on the issues that matter to you

INTEGRATED AND PRACTICE-BASED

- Funding opportunities, where to look for what
- Project development, evaluation, financial issues
- Workshops on the full cycle of project development
- Partnership building, how to make it complementary
- Budget preparation

The [LLP-Proposal Development](#) training is designed to provide the staff of your organisation with the skills needed to successfully develop LLP proposals. The participants will be guided through all the procedures of proposal development, from justification of the idea to proposal submission, including budget preparation and other key issues.

In the spotlight:

- Project idea analysis
- Work plan development
- Partnership building
- Dissemination and valorisation
- Evaluation plan
- Budget



Invited Expert:

Ms. Luba Pavlova

Ms. Luba Pavlova is working in the areas of HRD in the context of Lifelong learning, social affairs and regional development. Since 1997 she is directly involved in the VET affairs. Ms Pavlova has extensive experience of the EU-funded programmes and projects especially in relation to LLP /LdV programme. She is recognized an international trainer and consultant and has been working in several countries in the areas of VET, HRD, employment and OSH issues, e.g. Romania, Bulgaria, Croatia, Azerbaijan, Macedonia, Albania, etc. She has been involved in more than 60 national and international projects as project manager, evaluator and trainer including setting up the systems for monitoring and quality assurance. Since 1999 she has been acting as independent assessor of VET projects for the EC.

PARTICIPANTS SAID AT THE PREVIOUS COURSE:

"...really clear presentations: lots of opportunities for discussions, fantastically new organized course, opportunity to interact with people from diverse fields."

"... there is a high ratio of trainers to trainees and on balance, I rather pay a bit more to receive excellent training in a small group."

"...an excellent workshop which was informal and well run."

Why Europa Media?

Europa Media is Europe's leading training provider, having organised more than 200 trainings with over 5000 participants. EU funding experts and senior project managers of Europa Media have an outstanding track record of initiating, managing and implementing EC projects, and will be supported by guest international professionals from leading European organisations, with dozens of years of experience in real project management. The multinational composition and the profound knowledge of the training lecturers combined with a focus on practical issues and your personal needs make the LLP Proposal Development training the answer to successful project implementation.

Experience you can trust

DETAILS:

Date: 12-13 December 2011
 Location: Budapest, Hungary,
Hotel Novotel Budapest Danube****
 Price: **Early bird rate: 590* EUR + VAT**
Standard rate: 890 EUR + VAT

- * available for the first 10 applicants (latest until the **30 September 2011**)
- ** Please note that the training will be organised only if min. 15 participants register before 30 September.

Rates include the official training material (electronic + hard-copy), plus coffee breaks, lunches for two days, wine tasting and a sightseeing tour.

Accommodation is not included in the course price. Information on accommodation will be sent upon registration.

**For more information visit our website
 at www.eustrainingsite.com or
 click here to apply now.**

PROJECT REFERENCE LIST OF THE ORGANISERS

EUINEC (FP7) Budget: EUR 500 000 Role: Coordinator Website: www.euinec.org – INDIAGATE (FP7) Budget: EUR 500 000 Role: Scientific coordinator – CEUBIOM (FP7) Budget: EUR 1 340 827 Role: Coordinator Website: www.ceubiom.org – GEOCOM (FP7) Budget: EUR 11 541 696 Role: Coordinator – IMPACTMIN (FP7) Budget: EUR 3 313 473 Role: Coordinator – SECURENV (FP7) Budget: EUR 850 596 Role: Coordinator Website: www.securenv.eu – DIBANET (FP7) Budget: EUR 4 853 158 Role: Partner Website: www.dibanet.org – EASIE (FP7) Budget: EUR 2 948 396 Role: Partner Website: www.easie.eu – RES BOAT (FP6) Budget: EUR 288 733 Role: Coordinator Website: www.resboat.org – SME ENVIRONMENT (FP6) Budget: EUR 300 000 Role: Coordinator Website: www.sme-environment.org – AQUASTRESS (FP6) Budget: EUR 9 825 000 Role: Partner Website: www.aquastress.net – TRAINASA (FP6) Budget: EUR 136 000 Role: Partner Website: www.trainasa.org – e-Consulting (FP6-INCO) Budget: EUR 100 000 Role: Partner Website: www.sme-consulting.net – ECO-PCCM (FP6-STREP) Budget: EUR 1 690 000 Role: Partner Website: elchem.ihm.bg.ac.yu/ECO-PCCM/ – ASTECH (FP6) Budget: EUR 1 324 520 Role: Partner – Concerto AL Piano (FP6) Budget: EUR 8 528 620 Role: Partner – OMENTIN (FP5) Budget: EUR 297 000 Role: Coordinator Website: www.omentin.org – Iron Curtain (FP5) Budget: EUR 3 377 180 Role: Partner Website: www.ironcurtainproject.com – Tisza River Project (FP5) Budget: EUR 2 587 741 Role: Partner Website: www.tiszariver.com – Energy Forest (FP5-INCO) Budget: EUR 238 688 Role: Partner Website: www.energyforest.com – Geothermal Power (IEE-Altener II) Budget: EUR 634 760 Role: Coordinator Website: www.geothermalpower.net – PELLETSATLAS (IEE-Altener II) Budget: EUR 1 527 003 Role: Partner Website: www.pelletsatlas.info – Repromo (IEE-Altener II) Budget: EUR 611 077 Role: Partner Website: www.repromo.org – ENERGY 4 COHESSION (IEE-Altener II) Budget: EUR 1 196 407 Role: Partner – FLEAT (IEE-SAVE II) Budget: EUR 1 322 215 Role: Partner Website: www.eat-eu.org – Enefmun (IEE-SAVE II) Budget: EUR 452 782 Role: Partner Website: www.enefmun.net – Balaton Project (LIFE-III) Budget: EUR 1 492 000 Role: Partner Website: www.balatonproject.hu – IT-Recycling (LIFE-III) Budget: EUR 1 517 758 Role: Partner Website: www.itrecycling.hu – Szigetköz Project (LIFE-III) Budget: EUR 2 168 000 Role: Partner Website: www.szigetkoz.info – PROUD (LLP) Budget: EUR 346 470 Role: Partner Website: www.proudcities.gr – EUBUSINESS for IT SMEs (LLP) Budget: EUR 498 000 Role: Partner Website: www.eubusiness-project.eu

LLP-PROPOSAL DEVELOPMENT

Date: 12-13 December 2011

Location: Budapest, Hungary, Hotel Novotel Budapest Danube****

APPLICATION FORM Please use block ENGLISH capitals. In case you have difficulties to fill in this application form please fill in the following [word version](#) electronically.

PERSONAL INFORMATION

Title: Mr. / Ms. / Mrs. / Miss / Dr. / PhD. / Prof.
First name:
Last name:
Type of application: organisation / individual
Country:
Name of organisation:
Type of organisation:
Field(s) of activity:
E-mail:
Telephone (including country code):
Fax (including country code):

ORGANISATION'S PARTNER PROGRAM NO.: EMPC
(Organisations registered in the Europa Media partner programme can benefit from a special 5% discount opportunity. Organisations sending more than 5 applicants in the calendar year of 2011 can receive further discounts as well. [Further information](#))

INVOICING DETAILS

Name of org.:
Address:
City:
Postal code:
Country:
VAT No.:

POSTAL ADDRESS (if different from above):

Name of org.:
City:
Postal code:
Country:
Additional comments:

Online registration is available [here](#).

PRICE: Standard rate: 890 EUR + VAT
EARLY BIRD RATE: 590* EUR + VAT

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EXTRAS:

- I am interested in receiving a personal consultation.
(The personal consultation allows participants to further discuss individual projects or organisational matters in detail before or after the event. If you are interested, we will send you a price offer.)
- I would like to order a Handbook on EU Funds at preferential price, 30 EUR.
(Received at the training course.)
- I would like to use my voucher.
Voucher identification code:
(Further information about the [voucher](#).)
- I would like to be informed about optional Budapest sightseeing tours - additional to official social events of the training - organised by Perfect Tours, the official partner of Europa Media. (By expressing your interest, you allow Perfect Tours to send more information on special offers.)

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 info@eutrainingsite.com or fax number: +36 1 436 9038

Upon registration applicants will receive an electronic pro-forma invoice created automatically and a confirmation letter via e-mail. (The electronic invoice will be sent once payment for the course has been received.) 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 15 business days prior to the start of the seminar, see cancellation policy available at www.eutrainingsite.com. [Further information](#): www.eutrainingsite.com.

EM europa media

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