



Get started! Seminar Agenda

23-24 June 2026 | Salzburg

In this seminar, we will give lead partners all the information they need to implement their project. We will answer your questions, give you tips, provide you with concrete examples and exercises and offer you individual consultations with tailored advice for your project.

- 📄 **We expect all participants to have carefully read the [programme manual](#) and guidance documents relevant [to the project lifecycle](#) before the meeting.**

Venue

NH Collection Salzburg City

Franz-Josef-Straße 26

5020 Salzburg



Agenda

Day 1 - Tuesday 23 June 2026

Registration opens at 12:00. A light lunch will be served from 12:15 to 13:30

13:30 - 13:45 **Opening**

- ✔ Opening words by the Managing Authority and the Joint Secretariat

13:45 - 15:00 **Essential information to get started - Part 1**

- ✔ Project management responsibilities, tools and available support from the programme.
- ✔ Joint Electronic Monitoring System (Jems) and subsidy contract.
- ✔ Project reporting and changes: all you need to know.

This section of the seminar will be supported by the testimonial of expert Lead Partners.

15:00 - 15:30 **Coffee break**

15:30 - 17:00 **Essential information to get started - Part 2**

- ✔ Financial management, eligibility rules and staff assignment: what to keep in mind incl. information on national control systems.
- ✔ Most common procurement errors and how to avoid them.

This section of the seminar will be supported by the testimonial of expert Lead Partners.

17:00 - 18:00 **Communication workshop**

18:00 **End of Day 1**

19:00 - 21:00 **Networking dinner**

Location to be announced



Day 2 - Wednesday 24 June

08:30 - 09:00 Welcome coffee

09:00 - 09:45 LPs panel breakfast

- ✔ Lead Partners from new, ongoing and concluded projects join in groups and relay their project management experience.

09:45 - 10:30 Welcome EUSALP and Alpine Convention

- ✔ Plenary with EUSALP, EUSALP Youth and Alpine Convention representatives aimed at building synergies.

10:30 - 11:00 Coffee break and informal networking

11:00 - 12:15 Synergy tables

- ✔ Structured conversations hosted at thematic tables with projects, EUSALP Action Group leaders and Alpine Convention Working Bodies representatives.

12:15 - 13:15 Lunch and informal networking

13:15 - 13:30 Closing of the seminar and next steps

13:30 - 16:00 Project consultations

- ✔ Individual consultation slots (20 minutes per project) with project officers and ACPs will be provided to lead partners according to their availability. These consultations may also take place online after the seminar or on the morning of Day 1 (10:00 - 12:00).

16:00 End of Day 2