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# Lead applicant seminar

## Provisional agenda

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06-07 Februar 2024 | Salzburg

In this seminar, we will give applicants all the information they need to develop their application form in the step 2 of the second [call for project proposals](#). We will answer your questions, give you tips, provide you with concrete examples and exercises and offer you individual consultations with tailored advices for your project.

- 📄 ***We expect all participants to have carefully read the [programme manual](#), and any other relevant guidance document. The seminar will be dedicated to provide clarification on in-depth questions and not to the basic information about the application procedure. You can find in the agenda below the chapters of the programme manual with which you should be familiar. Come prepared and increase your chances of getting your project co-financed!***

## Venue

Paracelsus Medizinische Universität

Auditorium Jörg Rehn (Haus C)

Strubergasse 22

5020 Salzburg



## Agenda

Tuesday 6 February 2024


Registration opens at 12:30. A light lunch will be served from 12:45 to 13:45.

### 14:00 - 14:20 Opening

- ✔ Thomas Fleury (Joint Secretariat) and Magdalena Friedwagner-Maislinger (Managing Authority)

### 14:20 - 15:30 How to prepare a quality application form? - Part 1


- ✔ Project intervention logic and outputs: Rainer Steindler and Nuno Madeira (Joint Secretariat)

 Read chapter A.2 Required features for quality projects

### 15:30 - 16:00 Coffee break

### 16:00 - 17:00 How to prepare a quality application form? - Part 2

- ✔ Workplan, timeline of activities and cooperation with EUSALP: Matteo Decostanzi (Joint Secretariat)
- ✔ Communication: Denise de Roux (Joint Secretariat)

 Read chapter D.4 Project communication and the Annex Ia: AF guidance for classic projects - step 1 and step 2.

### 17:00 - 17:30 National information by the Alpine Space contact points

- ✔ The Alpine Space contact points will answer your questions about the [national requirements](#).

### 17:30 - 19:00 Project consultations

- ✔ Individual consultation slots (20 min per project) will be provided to applicants according to their availability and that of the project officers and ACP. Those consultation could also take place online after the seminar.

### 19:30 Networking dinner

Let's meet for dinner at the restaurant Sempre (Strubergasse 28, 5020 Salzburg) to get to know each other better!



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## Wednesday 7 February

### 09:00 - 09:45 Contractual arrangements, state aid and public procurement

- ✔ Christina Bauer (Managing Authority) will answer your questions on the partnership agreement and subsidy contract. She will also give you an insight on the topics of state aid and public procurement, so that you are best prepared if your project is approved in step 2.

📖 Read chapters C. Contractual arrangements, D.3 State aid and D.2 Public procurement.

### 09:45 - 10:15 How to build a budget - Part 1

- ✔ Magdalena Friedwagner-Maislinger and Wolfgang Schrattenecker (Managing Authority) will guide you through a practical exercise that will help you get a good understanding and plan the best possible budget.

📖 Read chapters B.3 Eligibility rules.

10:15 - 10:45 Coffee break

10:45 - 11:30 How to build a budget - part 2

11:30 - 12:00 Wrap-up and next steps

- ✔ Thomas Fleury (Joint Secretariat) and Magdalena Friedwagner-Maislinger (Managing Authority)

12:00 - 13:30 Lunch buffet

12:30 - 14:00 Project consultations

- ✔ Individual consultation slots (20 min per project) will be provided to applicants according to their availability and that of the project officers and ACP. Those consultation could also take place online after the seminar.

14:00 End of the applicant seminar