



EM europa
media®
T R A I N I N G S



Getting funded is only the beginning...

FP7-FINANCIAL & PROJECT MANAGEMENT

2-day intensive management training
7-8 March 2012, Budapest, Hungary

PRACTICAL PERSONAL PROFESSIONAL



DO YOU KNOW HOW TO...

- » Prepare the financial reports according to the new rules and regulations?
- » Draft the CA in order to protect all partner's interests?
- » Avoid financial mismanagement?
- » Get partners to deliver on time and within budget?
- » Be a decision-maker rather than a laborer in the consortium?
- » Survive an EC project audit?

FACTS OF FP7...

- » There are fewer reporting periods but stricter guidelines
- » Success of your EC project depends entirely on the quality of your staff
- » The main sources of errors in costs claimed by beneficiaries relate to personnel and indirect costs

OUR SOLUTION...

FP7-FINANCIAL & PROJECT MANAGEMENT

2-day intensive management training

INSIGHT

- » Tips and tactics
- » Practical knowledge from experienced lecturers
- » Grant Agreement negotiations
- » Financial reporting and cost allocation
- » Working with your project officer

INTERACTIVE

- » One-on-One interaction with Europe's leading project managers
- » Personal consultation on the issues that matter to you
- » Workshops on financial rules and reporting
- » EU funding exposed - FP7 dissected
- » One-on-One interaction with senior Project Managers
- » Practical workshops on all project aspects, from finding a call to final reporting

The FP7-Financial and Project Management training is designed to provide project managers, administrators and financial personnel with the skills needed to successfully implement EC projects. The participants will be guided through all the procedures of project implementation, from Grant Agreement negotiations to financial reporting to project reporting, including audits and other «touchy» issues. Experienced FP7 project managers will facilitate and moderate practical workshops, providing all aspects of the FP7 project management spectrum.

IN THE SPOTLIGHT:

Participant Portal online Introduction
Foreground & Background
Grant Agreement
Negotiation Procedures
Guarantee Fund
Certificate on Financial Statements (CFS)
Certification on Methodology
Technical Reporting and Reviews
Audits & Financial Rules

For managers by EU project managers



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 FP7-Financial and Project Management training the answer to successful project implementation.

Experience you can trust



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FP7-FINANCIAL AND PROJECT MANAGEMENT

Date: 7-8 March 2012

Location: Budapest, Hungary
[Hotel Novotel Budapest Danube****](#)

Price: Standard Rate: 1350 EUR
Special Rate: 1190* EUR

*available for the next 10 applicants
(valid until 3 February 2012)

Rate includes the official training material (electronic +hard copy), plus coffee breaks, lunches for two days, and a boat tour with dinner. Accommodation is not included in the course price. Information on accommodation will be sent upon registration.

Click here to apply now or visit our website at www.eutrainingsite.com for more information.

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.infm.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-INCO)** 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.repro-mo.org – **ENERGY 4 COHESION (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 – **Szigetkoz 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

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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.:

Address:

City:

Postal code:

Country:

Additional comments:

Online registration is available [here](#).

Price: Standard Rate: 1350 EUR

Special Rate: 1190* EUR

*available for the next 10 applicants (valid until 3 February 2012)

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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](#).)

Where did you hear about the course?

direct mail colleague previous participant web

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.