

**Lead Applicant Seminar**  
**Gdansk, 10-11 December 2008**

**INVITATION**

***Who should participate?***

The seminar is addressed to the Lead Applicants or those who work on project ideas and plan to apply for the funds to the Baltic Sea Region Programme 2007-2013 in the 2<sup>nd</sup> or eventually 3<sup>rd</sup> call for project applications. Participants are expected to have basic knowledge about the Programme. In case there are more participants interested attending than places available, preferences will be given to those who have submitted their project ideas to the Joint Technical Secretariat. Maximum 2 persons per project idea are invited.

***Aim of the seminar***

Well prepared application form will be essential during assessment of projects and for the project implementation. The seminar will help Lead Applicants to prepare an application, provide answers to open questions and give opportunity to have individual project consultations. Seminar will be moderated by the staff of the Secretariat.

***Duration***

The seminar will consist of plenary sessions and workshops and will last 1 day (10 December). The individual project consultations will take place on 11 December.

***Registration***

Please inform us about your participation by filling in the online registration form at <http://eu.baltic.net/index.php?id=2722> not later than **20 November 2008**. Number of participants is limited to 120. Do not forget to send us your project idea form latest one day after registration to [dv@eu.baltic.net](mailto:dv@eu.baltic.net).

We will send you a confirmation of your participation in the seminar and for the individual project consultation in a separate e-mail **after you have submitted the project idea**.

**If you DO NOT submit a project idea** we will send you a confirmation or rejection depending on the availability of places.

## PRACTICAL INFORMATION

**Venue:** The event will take place at the Hotel Mercure Hevelius in Gdansk, Poland. The hotel is located in a walking distance from the city centre or railway station.

Mercure Gdansk Hevelius  
Ul. Jana Heweliusza 22  
80-890 Gdansk, Poland  
Hotel code: 3390  
Tel: +48 58 3210000  
Fax: +48 58 3210011  
rez.mer.hevelius@orbis.pl  
<http://www.mercure.com/gb/hotel-3390-mercure-gdansk-hevelius/index.shtml>

**Transport:** It will take circa 30 min to reach the venue from the Gdansk airport by bus or taxi. For more info please go to:  
<http://www.airport.gdansk.pl/#/passenger/arrival1/transfer>.

**Catering:** Lunch, coffee/tea and refreshments will be available on 10 December.

**Travel & Accommodation:** All participants are expected to make their own arrangements for travel and accommodation.

We have made a block reservation for 80 rooms in the Mercure Gdansk Hevelius hotel. The reservation is valid until **10 November**. Reservation code is "Baltic Sea Programme".

**Conference fee:** the event is free of charge

**Invitations/Visa:** Please contact us if you need an invitation to apply for a visa. For information about the necessary documents we recommend that you contact the Polish embassy or consulate in your country.

**Language:** The official language of the event is English

**Individual project consultations:** You can attend individual project consultations only if you submit your project along with the registration (latest one day after the registration). Participants will be assigned to the consultation times on the "first come, first served" basis. If you have any specific limitations (e.g. flight leaving early), please state them in the section "Remarks" in the online registration form. Each consultation will last max. 45 minutes.

More detailed information about your consultation date & time will be sent in a separate e-mail.

**Currency:** The official currency of Poland is Polish Zloty (PLN). Approximate exchange rate is 1 Euro = 3.55 PLN<sup>1</sup>

**Further information:** Joint Technical Secretariat  
Baltic Sea Region Programme 2007-2013  
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Fax: +49 381 45484 5282  
E-mail: [dv@eu.baltic.net](mailto:dv@eu.baltic.net)

**Additional information** about Gdansk you may find at [www.en.gdansk.gda.pl](http://www.en.gdansk.gda.pl).

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<sup>1</sup> 20 October 2008