

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 2nd or eventually 3rd 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.

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 PLN¹

Further information: Joint Technical Secretariat
Baltic Sea Region Programme 2007-2013
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Additional information about Gdansk you may find at www.en.gdansk.gda.pl.

¹ 20 October 2008