

INVITATION TO THE INFO SEMINAR FOR PROJECT APPLICANTS 9 September 2010 Līvāni Technological and Innovation Centre

The purpose of the seminar is to introduce project applicants with the project submission requirements of the 1st Call for Proposals of the Programme. The working language of the seminar is Latvian.

The seminar will take place at the **Līvāni Technological and Innovation Centre** (Līvānu Inženiertehnoloģiju un inovāciju centrs), 2nd floor, Domes iela 3, Līvāni, premises on Thursday, **9 September** from 10:00 to 16:30 (please see Agenda below).

Please fill the Registration form and return it to the Programme Joint Technical Secretariat by e-mail: info@estlatrus.eu as soon as possible, but not later than by Monday, **6 September**.

The 1st Call for Proposals of the Estonia – Latvia – Russia Cross Border Cooperation Programme 2007 – 2013 requirements was launched on 23 August, 2010. The deadline for submission of the projects is **29 November 2010**. The Guidelines for Grant Applicants, Application Form and all other relevant documents for submission projects are available at the Programme's web-site: www.estlatrus.eu » [How to Apply](#) » [Applicant's Pack](#).

More information: Dace Dravniece, Information Manager of the Joint Technical Secretariat, phone: +371 6750 9526, e-mail: info@estlatrus.eu.

DRAFT AGENDA

9.00 – 10.00	REGISTRATION, coffee
10.00 – 10.15	Welcome and Introduction
10.15 – 10.45	Overview of the Programme
10.45 – 11.15	Financial management of the projects
11.15 – 12.00	How to fill the Application form
12.00 – 12.30	Publicity and communication requirements
12.30 – 13.30	LUNCH
13.30 – 14.00	How to prepare the project budget
14.00 – 14.30	How to prepare & submit the project Application
14.30 – 15.00	Project assessment procedure
15.00 – 15.30	Contract obligations for the approved projects
15.30 – 16.00	COFFE BREAK
16.00 – 16.30	Question & Answer session