



LLP – PROJECT MANAGEMENT

2-day intensive management training

22-23
June
2011

Budapest
Hungary

PRACTICAL
PERSONAL
PROFESSIONAL

"Getting funded is only the beginning..."



LLP – PROJECT MANAGEMENT

For managers
by EU project managers

DO YOU KNOW HOW TO...

- » Prepare the reports according to the 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 review?

FACTS OF LLP...

- » There are more in-situ visits
- » 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 travel costs

OUR SOLUTION...

LLP – Project Management
2-day intensive management training

INSIGHT

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

INTERACTIVE

- » One-on-One interaction with Europe's leading project managers
- » Personal consultation on the issues that matter to you
- » Solving real-case scenarios

The **LLP-Project Management** training is designed to provide educational practitioners, project managers, administrators and financial personnel with the skills needed to successfully implement LLP projects. The participants will be guided through all the procedures of project implementation, from Grant Agreement signature to financial reporting to project reporting, including in-situ visits and other “touchy” issues. Experienced LLP project managers will facilitate and moderate practical workshops, providing all aspects of the LLP project management spectrum.

..... Our solution:
LLP Project Management

In the spotlight:

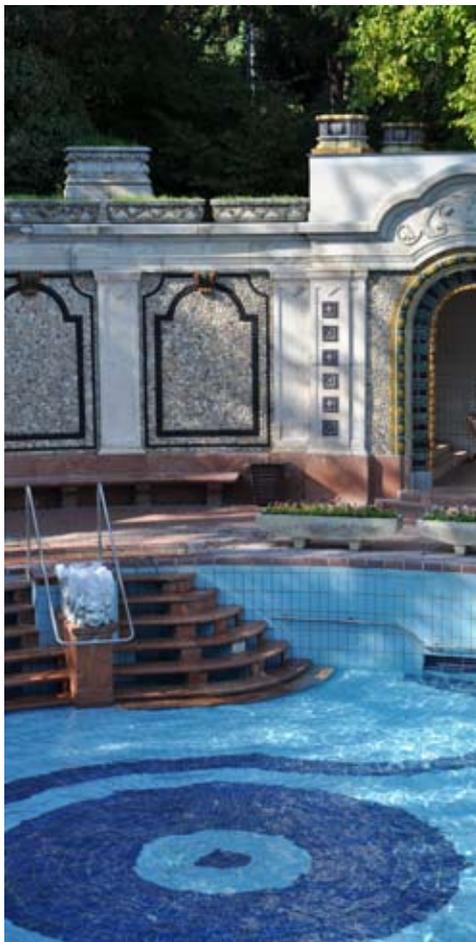
Valorisation
Multibeneficiary contracts
Financial rules

Technical reporting
Third Country participation

Visit of the Agency
Monitoring
Quality Plan

Introduction of **successful** projects
Lessons learnt





Why Europa Media?

Experience you can trust

Europa Media is Europe's leading training provider, having organised more than 200 trainings with over 5000 participants. The course is co-organised with Geonardo Ltd., one of Europe's most experienced EC project developers, with more than 30 successful EC funded projects. The multinational composition and the profound knowledge of the training lecturers combined with a focus on practical issues and your personal needs make the LLP-Project Management training the first step to LLP success.

Europa Media

Acronym: PROUD

Project full title: Promoting urban sustainable development in local authorities

Programme: Leonardo da Vinci II

Summary: The particular project aimed at promoting the concept and practice of urban sustainable development through training local authorities' officers and policy makers of the New Member States on basic environmental issues, thus, encouraging them to get involved and create their own Local Action Plans.

Europa Media

Acronym: EU BUSINESS for IT SMEs

Project full title: Developing a new e-learning and e-mentor-ing solution for small and medium sized enterprises in the European Information Technology sector in order to develop their European Business Culture

Programme: Leonardo da Vinci II

Summary: The overall aim of the project was to develop and implement a specialised e-training programme on European-level business development for SME managers working in the Information Technology sector.

Invited Expert:

Mr. Paul Guest

Mr. Guest is a consultant in European Project Management. He provides training, research, evaluation and support services to a range of project and programme managers across Europe. With over 20 years experience in education, training and project & programme management, his mission is to ensure that the European project experience is positive for all those involved and that European funded projects are successfully implemented, contributing to the wider ET2020 goals that expect to benefit the whole of the education and training community in the future.

Details

Date: 22-23 June 2011

Location: **Danubius Health Spa Resort Helia Conference Hotel******
Budapest, Hungary

Price: Early bird rate: **790* EUR** (No VAT)
Standard Rate: **890 EUR** (No VAT)

* Deadline for early bird rate is **3 June 2011**.

Rates include the official training materials (electronic + hard copy), plus coffee breaks, lunches for two days and a common dinner.

Accommodation is not included in the course price, but a special rate has been arranged for participants at the course venue. Information will be sent upon registration.

For more information visit our website at www.eustrainingsite.com or [click here to apply now](#).

LLP-PROJECT MANAGEMENT



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Location: Danubius Health Spa Resort Helia Conference Hotel****, Budapest, Hungary

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.

Title (Dr., Mr., Ms., etc.):

Surname: First name:

Name of Institution or Company:

Field of activity of Institution or Company:

My organisation's partner program number:

Organisations registered in the Europa Media partner program 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 name (max. 45 character):

Address (street name, number, etc.):

City: Postalcode: Country:

VAT No (required):

Postal Address (if different from above):

City: Postalcode: Country:

E-mail:

Telephone (including country code):

Fax (including country code):

Where did you hear about the course?

Other comments:

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EXTRAS:

(Please indicate the options you are interested in with an X).

- I would like to order a Handbook on EU Funds at preferential price (EUR 30) and receive it at the training course.
- 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.
- I am interested in Budapest sightseeing tours organised by [Perfect Tours](#), the official partner of Europa Media. By expressing your interest, you allow Perfect Tours to send more information on special offers.

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](#)