

LLP - Leonardo da Vinci Contact Seminar

“A contact in Rome, an action in Europe ”

4-6 December 2008
Parco Tirreno - Rome, Italy

Invitation

ISFOL - Italian National Agency for LLP - Leonardo da Vinci Sectoral Programme will organise a **Thematic Contact Seminar** addressed to potential promoters of Mobility and Transfer of Innovation projects which will be held in **Rome** on **4-6 December 2008**.

The Seminar aims at supporting eligible and potential applicants in the phases of conception and planning of **Mobility projects focused on Tourism and Culture** and of **Transfer Of Innovation projects focused on Adults Education and Continuous Training of Workers**. The purpose of thematic approach is to ensure more concrete results to be reached and a better time effectiveness.

The Seminar will approximately envisage 140 participants coming from all the countries participating to LLP Programme and 30 participants coming from Italian organizations.

Leonardo NAs representatives are also invited and welcomed to participate in order to offer their expertise and advice the Potential Applicants (1 per country).

The event has been conceived in order to guarantee the applicants the maximum space and time to exchange ideas and experiences, also supporting them in the concrete steps of a proposals focusing, planning and submission.

PRACTICAL INFORMATION

Location

The Seminar will be held in The Parco *Tirreno* Suite Hotel & Residence (www.parcotirreno.it) situated in a huge green area and offers all facilities for working (and, *after*, relaxing...).

Accommodation

Participants will be mainly hosted at Parco Tirreno. According to availability constraints the Italian NA will ensure the accommodation in other Hotels located in the nearest area.

Participants will be requested to indicate the number of nights in the on-line request of participation.

Fees

The Italian LdV National Agency will cover, only for participants coming from abroad and not residing in Rome, all seminar costs except travel expenses. For NAs representatives the Italian LdV National Agency will cover all seminar costs except travel and hotel expenses.

Working language

The conference language will be English.

Contribution

Some desks, boards and stands will be available to present and show info materials (leaflet, poster, projects products/results samples...). Participants will manage themselves such facility, sharing the spaces and clustering similar materials, objects, Country of origin.

N.A.s also will have the possibility to present info materials and useful tools.

DRAFT PROGRAMME

Thursday 4th December 2008

- 10.00 – 13.00 Arrival and registration of participants
- 13.00 – 14.30 Lunch**
- 14.30 – 15.30 Plenary session
- Opening of the Seminar: objectives and works functioning description**
- 15.30 – 16.30 4 WS in parallel:
Call for proposal 2009, Priorities and Application Forms 2009
2 TOI Workshop (about 50 participants each)*
2 Mobility Workshop (about 50 participants each)*
** During the Workshops "Quick Info" on Partnerships Action*
- 16.30 – 17.00 Coffee break**
- 17.00 – 19.00 4 WS in parallel:
Participants are requested to present themselves and/or project ideas
2 TOI Workshop (about 50 participants each)
2 Mobility Workshop (about 50 participants each)
- 20.00 Dinner**

Friday 5th December 2008

- 9.00 – 11.00 **Participants meet each other: free time and space for negotiations**
Start of working together with assistantship from NA facilitators
- 11.00 – 11.30 Coffee break**
- 11.30 – 13.00 **Participants meet each other: free time and space for negotiations**
Continuing of unfreezing phase
- 13.00 – 14.30 Lunch**
- 14.30 – 16.30 **Participants meet each other. First conclusions: from ideas to application form**
Clearing the ideas with the help of NAs
- 16.30 – 17.00 Coffee break**
- 17.00 – 19.00 In parallel:
WS1 - How to submit a correct and relevant TOI project: treatment in plenary of FAQ coming from the networking activities
NA Helpdesk: Call for proposal 2009 and application forms 2009 and TOI management and administrative procedures
WS2 - How to submit a correct and relevant Mobility project: treatment in plenary of FAQ coming from the networking activities
NA Helpdesk: Call for proposal 2009 and application forms 2009 and Mobility management and administrative procedure
- 20.00 Dinner**



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Registration Form

General Information	
Mr.	<input type="checkbox"/>
Ms.	<input type="checkbox"/>
First name *	
Family name *	
Position	
Country *	PORTUGAL
Name of Organisation *	
Street	
Postal Code	
Town *	
Zip Code *	
Phone *	
Fax *	
Email*	
Website	
I would like to submit a:	
TOI proposal	<input type="checkbox"/>
Mobility proposal	<input type="checkbox"/>
Both	<input type="checkbox"/>

I would like to attend the following working group:

TOI

Mobility

Both

I already submitted/managed projects in the framework of

Leonardo da Vinci

Socrates

LLP

None of them

Accommodation

Date of arrival

(dd/mm/yyyy)

Time of arrival

(hh/mm)

Date of Departure

(dd/mm/yyyy)

Time of Departure

(hh/mm)

Please book for me a room for the nights of

4th December

5th December

6th December

I will participate to the Guided Tour on Saturday 6th December (afternoon)

Yes

No