

**Information Point East
Lead Applicant Seminar - Katowice, Poland
5 December, 2008**

**Seminar venue:
QUBUS Hotel Prestige Katowice,
Uniwersytecka 13; Katowice**

DRAFT AGENDA

4 th December		INDIVIDUAL CONSULTATIONS
9:00 – 14:00	Individual consultations (by appointment)	
5 th December		SEMINAR
9:00 – 09:30	Registration and welcome coffee	
9:30 – 10:00	Official opening session	
10:00 – 10:15	INTERREG IVC programme features, incl. first call results <i>Anna Stol, Project Adviser, INTERREG IVC Information Point East</i>	
10:15 – 10:45	Preparing an INTERREG IVC application: Project activity <i>Benoît Dalbert, Project Officer, INTERREG IVC Joint Technical Secretariat</i>	
10:45 – 11:15	Questions & Answers	
11:15 – 11:45	<i>Coffee break</i>	
11:45 – 12:15	Preparing an INTERREG IVC application: Financial and legal aspects <i>Katja Ecke and Gyorgy Alföldy, Finance Officers, INTERREG IVC Joint Technical Secretariat</i>	
12:15 – 12:45	Questions & Answers	
12:45 – 13:00	Preparing an INTERREG IVC application: Communication requirements <i>Agnieszka Kmieciak-Mikusek, Communication Adviser, INTERREG IVC Information Point East</i>	
13:00 – 13:15	Eligibility requirements <i>INTERREG IVC Information Point East</i>	
13:15 – 14:00	How to lead an interregional project? Presentation by the Lead Partner of INTERREG IIC East project: <i>E-TEAMS</i> <i>Marcin Baron, Project Coordinator, University of Economics in Katowice, Poland</i>	
14:00 – 14:15	Seminar close up	
14:15 – 15:00	<i>Lunch break</i>	
15:00 – 17:00	Individual consultations (by appointment)	