

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

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

AGENDA

4th December	INDIVIDUAL CONSULTATIONS
9:00 – 14:00	Individual consultations (by appointment)
5th December	SEMINAR
8:30 – 09:00	Registration and welcome coffee
9:00 – 10:00	Official opening session <ul style="list-style-type: none"> - Elżbieta Bieńkowska, Polish Minister of Regional Development - Bogusław Śmigielski, Marshal of the Silesian Voivodeship - Jan Olbrycht, European Parliament, Vice-Chairman of the Regional Development Committee – to be confirmed - Michel Lamblin, INTERREG IVC Programme Director
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 – 11:00	Questions & Answers
11:00 – 11:30	<i>Coffee break</i>
11:30 – 12:00	Preparing an INTERREG IVC application: Financial and legal aspects <i>Katja Ecke and Gyorgy Alfoldy, Finance Officers, INTERREG IVC Joint Technical Secretariat</i>
12:00 – 12:15	Questions & Answers
12:15– 12:30	Preparing an INTERREG IVC application: Communication requirements <i>Agnieszka Kmieciak-Mikusek, Communication Adviser, INTERREG IVC Information Point East</i>
12:30 – 12:45	Eligibility requirements <i>Zornitsa Tsoneva, Communication and Project Adviser, INTERREG IVC Information Point East</i>
12:45 – 13:00	Questions & Answers
13:00 – 14:00	<i>Lunch break</i>

14:00 – 14.45	How to lead an interregional project? Presentation by the Lead Partner of INTERREG IIIC East project: <i>E-TEAMS</i> <i>Marcin Baron, Project Coordinator, University of Economics in Katowice, Poland</i>
14.45 – 15:00	Seminar close up
15:00 – 17:00	Individual consultations (by appointment)