

Lead Partner and Communication Seminar 2019

Venue: Radisson Blu Seaside Hotel, Ruoholahdenranta 3, Helsinki

Agenda

Tuesday 4th of June 2019

18.00-21.00 Get-together networking dinner

Wednesday 5th of June 2019

8.30-9.00 Registration and coffee

9.00-9.15 Welcome

Subsidy Contract

9.15-9.45 Lead Partner's role in the project implementation

9.45-10.15 Lead partner experience in managing a Central Baltic project

10.15-11.00 Project communication

11.00-12.00 Communication exercise

12.00-13.00 Lunch (*provided*)

13.00-13.45 Financial management and basics of eligibility of costs

13.45-14.00 Project reporting and eMS

14.00-14.30 Practical tips for financial management and reporting from project representative

14.30-15.00 Coffee break

15.00-16.00 Reporting exercise including financial reporting

16.00-16.30 Conclusions and closure of the event

