



## SMEtoLEAD Training Sessions Registration Form

Join our free of charge training sessions and become successful coordinators of European Commission Framework Programme (FP) Projects!

**The number of available spaces is limited to 30. Book early if you want to ensure your participation! Booking is required to attend the training session.**

I would like to register to the **13-14 December 2007** training sessions to be held at AMCSIT.

Venue Managerial Agency for Scientific Research, Innovation and Technological Transfer (AMCSIT) – POLITEHNICA BUCHAREST, Splaiul Independentei, Nr. 313, Corp Rectorat, AN 031, Romania.

<b>MR/MRS/MS/MISS/DR</b>	<b>FIRST NAME</b>	<b>FAMILY NAME</b>
<b>POSITION IN ORGANISATION</b>	<b>ORGANISATION</b>	
<b>ADDRESS</b>		
<b>CITY</b>	<b>POST CODE</b>	<b>COUNTRY</b>
<b>PHONE</b>	<b>FAX</b>	<b>EMAIL</b>

### Mandatory questions

Are you an SME<sup>1</sup>

Yes

No

Your previous experience of Framework programme projects:

- My SME has already participated in an FP project as a partner – Y/N
- My SME has already participated in an FP project as a coordinator – Y/N

If so, are you currently involved in an FP project? If yes, at what stage?

- Proposal stage
- Project first half
- Project second half
- Project exploitation phase
- My SME never participated

Please select the **module(s)** you wish to attend:

**Module 1 (13 December):** Proposal Preparation to Contract Negotiation

**Module 2 (14 December):** Project Launch to Mid-term Assessment

**Only 1 participant per organisation can attend. A second person may be accepted, depending on availability of places, please fill in a conditional form for the 2nd person.**

Please **return** this form filled in **by 5 December** by email to [info@smetolead.org](mailto:info@smetolead.org) or by Fax: + 40 21 402 97 50.

For more information visit [www.smetolead.org/training.htm](http://www.smetolead.org/training.htm)

**Cancellations:** Please cancel in writing (email or fax) one week prior to the event.

**Substitutions:** Are welcome at any time but must be confirmed by email or fax before the event. SME to LEAD reserves the right to cancel the workshop if necessary.



<sup>1</sup> **SMEs** are enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro and /or an annual balance sheet total not exceeding 43 million euros. For the purpose of SMEtoLEAD only SMEs planning to exploit the results of the research & development projects are able to attend the training.