



Registration Form

EU Project Management Lab

From 17 - 19 December 2018
Vienna, Austria



☺ **yes**, I will participate in the EU Project Management Training from 17 - 19 December 2018

Organization	
Name and Surname of the participant / Title	
Street	
ZIP/Place (including Country)	
Tel. / Fax	
E-Mail	
Website	
I have a special interest in the following European Programme(s):	
Do you have experience with EU projects?	☺ yes ☺ no

Rates

Fee EU Proposal Writing Lab (3 days): € 850 +20% VAT

The training includes the workshop in Vienna, copy of workshop materials and access to eLearning resources, Certificate of Attendance

Group reductions for 2 or more persons per organization will apply.

VAT is not added for institutions from the European Union area that provide their VAT number

Free Access to eLearning

Participants will also benefit from free access to Skills International eLearning until 31.12.2018.

Registration

I herewith agree with the terms and conditions for the training. The number of participants is limited to 10. Please note that the training seminar requires confirmation by the organizer due to minimum number of participants. The deadline for registration is **3rd December 2018**.

Signature.....Place, Date.....

- **Skills International GmbH**
Director: Mag. Andrea Maria Fenz
Address: Oberfahrenbach 59 | 8452 Grossklein, Austria

Tel +43 (0)664 5359598 |
training@skills-int.com | www.skills-int.com | Skype: Skills-Int



- **Trainer Reference**

Ms. Fenz has 20 years of experience in European programmes and projects. She participated successfully in more than 40 European projects and around 100 national ones in Austria in various funding programmes ranging from research to innovation, education, regional development and capacity building.

From 1995 to 2009 Ms. Fenz has been in charge also as director in function of Regional Contact Point Southern Austria for EU-Funding programs and innovation transfer on behalf of Austrian Ministry for Science, Ministry for Labour, regional government of Styria, Chambers of Commerce etc.

The Certified EU Manager project ManagEUR established from 2003 - 2006 one of the first skill card for an EU project manager including a training package and an online skills portal for certification, examination and self-assessment. Being a co-designer of the qualification from 2003, she was consequently Job Role Committee leader of the profession for many years. Andrea is a highly experienced expert for European projects, including all aspects from finance and legal affairs to innovation transfer, process optimization and entrepreneurship.

Mag. Andrea Fenz holds a translation sciences degree from the University of Graz. She has been managing director of APS - European Programmes for Technologies and Education in Graz, Austria and is currently director of Skills International GmbH in Austria and Skills International L.L.C. in Kosovo.

- **Payment Modalities**

This registration form will be considered as an order form. The amount will be paid in favor of:

Skills International GmbH, Oberfahrenbach 59, 8452 Grossklein, Austria
Bank account name: Skills International GmbH
Bank name: Steiermärkische Bank und Sparkassen AG
Bank address: Grazer Strasse 137, 8430 Kaindorf/Sulm
SWIFT code / BIC: STSPAT2GXXX
Sort code: 20815
Account number: 1324797
IBAN Code: AT902081500001324797

General Terms and Conditions for Seminars

Registrations are dealt with in the order in which they are received by Skills International GmbH. Participants can register either over the internet (www.skills-int.com), or in written form. After receipt of the registration, you will receive a confirmation and a receipt.

If two or more representatives of one organization take part in the seminar, the second participant will receive a discount of 10%. Discounts for three people or more from one organization can be agreed. The seminar fee includes training material, coffee break and refreshment drinks. Different conditions may be agreed for staff trainings within the framework of Erasmus+ KA1 projects. For in-house seminars, coffee break and refreshment drinks are provided by the client unless agreed otherwise with Skills International GmbH.

The fee schedules of Skills International GmbH shall apply at the date of registration for the certification fees. All stated prices are net prices and subject to statutory value added tax. The invoice must be settled immediately and without any deduction. Any expenses for travel, overnight accommodation, meals and other costs are - unless they are an agreed price component for the seminar concerned - payable by the participant or client.

Cancellation:

- a) The participant may cancel the registration to the event free of charge until three weeks before the event. The cancellation must be sent to Skills International GmbH in written form: Skills International GmbH, Oberfahrenbach 59, 8452 Grossklein, Austria; per email to training@skills-int.com. The date when the cancellation is received by Skills International GmbH is decisive.
- b) If a registration is received after the above mentioned deadline, we will charge 50% of the registration fee.
- c) From the first event day onward, the cancellation fee will be 100%.
- d) The participant can nominate in writing a substitute participant without additional cost.

The commercial usage of training material (copying, commercial usage etc.) is prohibited unless agreed with in written form with Skills International GmbH. Those regulations also include the usage of electronic systems including eLearning. Any re-production, even partial, is prohibited.

Skills International GmbH may take photos during events for usage in online or printed dissemination media. If participants do not agree, they are asked to inform SKILLS either prior to the training in written or email or at the beginning of the event. The organization may be named under references for trainings on the Skills International website.

Skills International GmbH reserves the right to cancel the event or training in time, or to located to other places and / or substitute dates, or cancel if the minimum number of participants are not reached or if trainers fall ill. In case of cancellation of the training event by the training provider, Skills International GmbH will fully refunded fees that have been transferred to Skills International GmbH in advance. There is no refunding of any other cost that may have occurred from travel, subsistence or any other cost and refunding

is limited to the amount that the participant has transferred in advance as fee for the training participation.

Training seminars can also be booked as in-house seminars. For in-house seminars, a room at the clients' premises or another room will be agreed. If there are additional costs arising due to this fact, the external cost will be borne by the client or agreed with Skills International accordingly.

In order to receive a Certificate of Attendance, the participant needs to have an attendance of a minimum of 75% of the duration of the seminar or event.

With the signature of the form, the customer carries adhesion to the present conditions for registration and payment.

Skills International GmbH can accept no responsibility for printing or writing errors in its publications and internet sites.

Skills International GmbH is entitled to process and store the data submitted with the registration electronically, in compliance with the data protection legislation, solely for the purpose of the training seminar organization and internal customer administration. You have the opportunity to withdraw this declaration at any time in written form (notification sent to Skills International GmbH, Oberfahrenbach 59, 8452 Grossklein, Austria, Fax: 0043 316 298639, Email: training@skills-int.com).

(1) Austrian law applies.

(2) The law court of Graz, Austria applies.

REGISTRATION FORM – SK 2018-09