



Lifelong Learning Programme



Nationalagentur  
Lebenslanges Lernen  
National Agency for  
Lifelong Learning

## ERASMUS CONTACT SEMINAR



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### “INTENSIVE PROGRAMMES”

20-23 OCTOBER 2009

GRAZ, AUSTRIA

#### 1. What is a contact seminar?

A contact seminar is a networking event organised by a National Agency. It aims at bringing together people from organisations which share common interests and would like to develop European co-operation projects/partnerships in the field of higher education. It is a great 'partner-finding' opportunity that will also allow you to:

- ❖ receive more information on the Lifelong Learning ERASMUS Programme;
- ❖ receive information on good practice examples and meet people from organisations which have already developed ERASMUS Intensive Programmes;
- ❖ get to know suitable partner organisations and colleagues from other Higher Education Institutions;
- ❖ take part in workshops where you can draft your future project within ERASMUS Intensive Programmes;
- ❖ receive advice from NA staff and other experts on how to draft a successful grant application

#### 2. Rationale and objectives of the seminar

The purpose of a contact seminar is to create networking opportunities for staff of Higher Education Institutions wishing to develop and organise Intensive Programmes as project co-ordinators or partners. An important aim of our contact seminar is bringing people from different subject areas and special fields together and to promote the interdisciplinary aspect of an Intensive Programme.

Our main focus will be on:

- ❖ **Technical** Sciences and
- ❖ **Natural** Sciences



OeAD (Österreichische Austauschdienst)-  
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Participants from other scientific fields are welcome as long as they are interested in an interdisciplinary co-operation with regard to the mentioned subject areas.

The contact seminar will provide a good overview on Intensive Programmes for both newcomers and participants with experience. The seminar programme consists of key note lectures, project examples and working groups. In the course of the seminar the participants will receive some basic tools for successful project management. Furthermore we will offer teambuilding activities to our participants as a basis for a good partnership.

### 3. Location and travel information

The seminar will take place at HOTEL PARADIES in Graz, Styria, in the southern part of Austria. Graz, the second largest city in Austria, was selected as European Capital of Culture in 2003. Participants should book their flights to Graz Airport or take the train from Vienna. The National Agency will inform about transfer from the airport and the railway station to Hotel Paradies.

### 4. Working language

The working language of the seminar will be English. Please note that applicant's language skills should be sufficient in order to actively participate at the working groups.

### 5. Contact seminar fee

The fee for this contact seminar amounts to **500 Euro** and covers 3 nights of accommodation (20-23 October), meals, transfers, documentation and cultural events. Payment of this fee is to be made prior to the seminar. Further to formal registration an invoice will be sent; a receipt will be issued to each participant after payment.

Please note that any withdrawal later than one month before the start of the contact seminar will be subject to a cancellation fee of 200 Euro, which cannot be covered from the EU grant.

### 6. How to get financial support?

In order to receive financial support for the contact seminar, your institution has to apply to the National Agency of your country for a 'Preparatory Visit' grant. For detailed information on the grant application, deadlines and any other requirements at national level, please contact the National Agency for Lifelong Learning in your country.

Registration deadline: **25<sup>th</sup> August 2009**.

### 7. What to prepare?

Participants may bring with them information about their Higher Education Institution, region and country, as well as traditional artefacts and culinary items (drinks). Additional information will be given prior to the seminar.

### 8. Who to contact?

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