

## Horizon 2020 Info Days

**Date: 07 – 08 December 2017**

**Venue: Belgrade, Serbia**

**METROPOL PALACE**  
BULEVAR KRALJA ALEKSANDRA 69  
11000 BELGRADE, SERBIA  
<http://www.metropolpalace.com/>

### Agenda

#### Day 1

- 10:00 am – 10.30 am **Registration and welcoming**
- Presenter: Steffen Hudolin, Head of Section, Operations II, Delegation of the European Union to the Republic of Serbia*
- 10:30 – 11:15 am **Horizon 2020 – Open to the World**
- An introduction to Horizon 2020 – The EU Framework Programme for Research and Innovation, and the benefits of participation for researchers from the Balkans.
- Presenters: Theodoros Staikos, Katerina Papadouli (FORTH)*
- 11:15 – 12:30 pm **Opportunities for participation in Horizon 2020 calls I**
- This session covers the identification of suitable open and upcoming calls – the new work programme 2018-2020 and flagships.
- Presenters: Theodoros Staikos, Katerina Papadouli (FORTH)*
- 12:30 – 01:30 pm **Lunch break**
- 01:30 – 02.30 pm **Opportunities for participation in Horizon 2020 calls II**
- This session covers in detail parts of the new work programmes for researchers from the Balkan countries (e.g. specific societal challenges, MSC actions, ERC)
- Presenters: Theodoros Staikos, Katerina Papadouli (FORTH)*



- 02:30 – 03:30 pm **Sources of information on Horizon 2020 and Horizon 2020 flagships**  
*Presenters: Theodoros Staikos, Katerina Papadouli (FORTH)*
- 03:30 – 04:00 pm **Coffee break**
- 04:00 – 04:30 pm **Networking: How to find suitable partners for Horizon 2020 proposals**  
  
This session gives an overview about networking platforms, how to find suitable partners and how to build a consortium, including best practice examples.  
  
*Presenters: Theodoros Staikos, Katerina Papadouli (FORTH)*
- 4:30 – 5:00 pm **Closure – wrap up of the day, Q&A**

## Day 2

- 09:00 – 09:30 am **Lessons Learnt from day 1**
- 09:30 – 10:30 am **Proposal preparation and submission I**  
This session includes all details on how to decode a call text, how to prepare and submit a competitive proposal, and how to avoid common pitfalls.  
  
*Presenters: Theodoros Staikos, Katerina Papadouli (FORTH)*
- 10:30 – 11:00 am **Coffee Break**
- 11:00 – 12:00 am **Proposal preparation and submission II**  
  
*Presenters: Theodoros Staikos, Katerina Papadouli (FORTH)*
- 12:00 – 01:00 pm **Lunch break**
- 01:00 – 01:45 pm **Financial issues: How to budget a proposal**  
Topics of this session are budgeting, rules for participation, funding instruments, eligible direct and indirect costs, involvement of third parties and receipts.  
  
*Presenters: Theodoros Staikos, Katerina Papadouli (FORTH)*



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01:45- 02:30 pm

**Evaluation processes**

This presentation covers the evaluation criteria and explains how to become an evaluator, including a simulation on past projects.

*Presenters: Theodoros Staikos, Katerina Papadouli (FORTH)*

02:30 – 03:00 pm

**Coffee break**

03:00 – 04:00 pm

**Contract preparation**

This session covers grant agreements and how to understand legal implications/forms, grant agreement frameworks and regulations, models of grant agreements, how to use grants manuals and how to draft a consortium agreement.

*Presenters: Theodoros Staikos, Katerina Papadouli (FORTH)*

04.00 – 04:30 pm

**Final discussion and closing remarks**