Range of Services:

**European Cooperation for Future-Oriented Science and Education**

**Cooperation Programme – Central and Eastern Europe and Baden-Württemberg**

Place: Baden-Württemberg

Time: 5th - 9th November 2018

**1. Services**

The participation fee (see below) covers the following services:

**Services of Baden-Württemberg International**

* Content conception, preparation, coordination, realisation and supervision of the work shadowing programme
* Coordination of event logistics on site
* Framework programme according to the event announcement
* Consultation with local organisational partners

Furthermore, the participants are counselled and supported personally regarding the planning of the trip. The event will be evaluated by Baden-Württemberg International afterwards.

**Services of the Travel Agency (tentative)**

* Flight to Stuttgart and flight back from Stuttgart can be booked optionally.
* Accommodation incl. breakfast
* Partial catering; you must pay the costs for some of the meals yourself (see enclosed programme).
* Handling / management fee of the travel servce provider

**2. Participation Fee**

*I. Overall Costs of the Trip*

The participation fee is € 200.00 and includes travel costs, overnight accommodation costs and transfers in Baden-Württemberg as well as partial catering (see enclosed programme).

*2. Outward and Return Flight (Bookable via the Cooperating Travel Agency)*

The following arrival and departure times at Stuttgart airport should be met:

* Arrival Stuttgart: (tbd)
* Departure Stuttgart: (tbd)

Information on arrival and departure times will be provided soon.

For flight options, please consult with the travel agency.

*3. Insurance*

It is necessary to obtain health/accident insurance.

**3. Application**

The application must be submitted electronically to Baden-Württemberg International by **16th July 2018**. Please note the event announcement.

**4. Organisation and Project Management**

|  |  |
| --- | --- |
| **Organising Body**  Baden-Württemberg International  Gesellschaft für internationale wirtschaftliche und wissenschaftliche Zusammenarbeit mbH  Willi-Bleicher-Str. 19  70174 Stuttgart, Germany | |
| **Project Management and Realisation** | |
| Ms Kim Weinmann  Project Manager Location Marketing BW  Department of Science, Research and the Arts  Phone: (+49)711.22787-65  Fax: (+49)711.22787-66  E-mail: kim.weinmann@bw-i.de | Ms Julia Simon  Regional Manager Russia, CIS, CEE  Department of Science, Research and the Arts  Phone: (+49)711.22787-985  Fax: (+49)711.22787-66  E-mail: julia.simon@bw-i.de |
| **Cooperating Travel Agency**  Information on the cooperating travel agency will be provided soon. | |

**5. Cancellation and Non-Participation**

Cancellation fee of the travel agency: The terms and conditions of the travel agency commissioned by Baden-Württemberg International apply. They can be requested from the travel agency.

**6. Data Protection**

The data transmitted by you will be stored and forwarded to the competent bodies in the course of application processing or the realisation of the event.

**7. Circular**

The participating institutions will be informed about the preparation and realisation of the event by circulars. The liability for any consequences arising from disregarding these circulars lies with the participating institution.

**8. Notes**

Participation at the stated costs is only possible via the travel agency commissioned by Baden-Württemberg International. If you make individual arrangements with a different travel agency, you must bear the arising additional costs yourself.

Stuttgart, 9th May 2018

Baden-Württemberg International

Gesellschaft für internationale wirtschaftliche und wissenschaftliche Zusammenarbeit mbH