How to Complete the Administrative Forms (A and B).

The "High-Level Scientific Conferences" activity encompasses the seven types of activities listed under note 6.

1. **General Information Sheet (A1)**
    All forms are to be completed by the project co-ordinator submitting the proposal on behalf of the conference organisers.

2. **Proposal Full Name**
    Use a clear, self-explanatory title of not more than 20 words, providing guidance as to the contents of the project. Please do not include in proposal titles phrases such as "supported by European Commission" etc.

3. **Proposal Acronym**
    Provide a short title or acronym of no more than 20 characters, to be used to identify the project. The same acronym should appear on each page of the proposal in order to prevent errors during its handling.

4. **Call Identifier**
    Already completed. The call identifier is the reference number given in the call you are addressing, as indicated in the publication of the call in the Official Journal (IHP-CNF-99-1).

5. **Thematic Priorities of the Research Programme(s)**
    Already completed. The displayed codes identify the Human Potential Programme (1.4.1.) with its High-Level Scientific Conferences" activity (1.4.1.-3.1.)

6. **Type of Activity**
    Enter one or more of the following codes to identify the type(s) of activity you are proposing. A proposal may contain events of different types. For this reason the activity type is to be entered on form A2 and on form(s) B for each event.

ECONF:	EuroConference
ESCHOOL:	Euro Summer School
ECOURSE:	EuroLabCourse
EWORK:	EuroWorkshop
LCONF:	Large Conference
EPHDCONF:	PhD EuroConference
EUROTRON:	Eurotron Conference (virtual conference, virtual school etc)

7. **Discipline Codes**
    Choose up to four discipline codes from the list given at the end of this annex (e.g. P-08 for Astronomy, Astrophysics and Cosmology), entering them in order of relevance to the project (entry "1" for greatest relevance).

8. **Name and Postal Address of the Proposal Co-ordinator**
    All correspondence concerning this proposal will be between the Commission and the co-ordinator responsible for this proposal. The proposal co-ordinator should normally be the

scientist-in-charge of the project and his/her name and postal address should be entered here. *The co-ordinator's curriculum vitae and list of publications should be included in the proposal.*

9. Gender (F(emale) / M(ale))
This information is required for statistical purposes only. Please indicate with a cross as appropriate.

10. Organisation Legal Name
You must use the complete legal name of the organisation; if applicable, the name under which the participant is registered in the official trade registers.

11. Department / Institute Name
Name of the unit (department or institute) in the organisation, which will be carrying out the work and for which the contact person is working. The address details given in the following fields must be for the department/institute and not the legal address of the organisation.

12. P. O. Box
If applicable, indicate number of Post Office Box for surface mail delivery.

13. Post Code
Enter numerical (alphanumeric for United Kingdom and The Netherlands) post code without being prefixed by the country identifier, e.g. 1000 and not B-1000 or SW1H 9AS and not UK-SW1H 9AS.

14. Cedex
If applicable, indicate the Cedex for surface mail delivery.

15. Country Code and Name
Use the relevant country code as indicated in the Country Codes listed at end of this annex. For any country not included in that list, please indicate the full name of the country in "Country Name" and leave "Country Code" blank.

16. Telephone and Fax Numbers
Please give the telephone and fax numbers in the following format, for example (a European Commission telephone number in Brussels, Belgium): (32-2)2988888 (32 being the country code number ; 2 the area code number for international calls ; 2988888 the subscriber's number).

17. Operational Summary of Events
This table summarises the information from the Individual Event Profile/Information sheets.

18. Short Title of Event
In case the project consists of a single event, enter the proposal acronym, e.g. EUROTEQ. In case the project consists of several events, either enter different event short titles or the proposal acronym followed by a number, e.g. for three events use EUROTEQ1, EUROTEQ2, EUROTEQ3. Including numbering, the maximum number of characters permitted is 22.

19. Starting Date of Event

All event start dates must be indicated, even if provisional. Type dates in the form: DD/MM/YYYY (e.g. for an event on 3 December 2000, enter 03/12/2000).

20. Duration

Duration of the actual event in full days, excluding for instance travel time. Please do not enter fractions of days.

21. Location of Event

Places must be indicated, even if provisional. Do not give the name of a small place e.g. a village, without also the name of the province, region or nearest important town that enables it to be easily located. For Electronic EuroConferences enter location of principal node. On form A2 abbreviate if necessary.

22. Country Code

Use the relevant country code as indicated in the Country Codes listed at the end of this annex. For any country not included in that list, enter OTH.

23. Less-Favoured Region

If an event takes place in one of the less-favoured regions of the Community listed at the end of this annex, please print YES; if not, print NO. On the Individual Event Profile/Information sheet, please also specify which region, using the nomenclature of that list.

24. Total Number of Participants

Give estimates of number of participants, bearing in mind that the recommended ranges in total number of participants differ between the types of activities (see main text of the Guide for Proposers, High-Level Scientific Conferences).

25. EC Contribution

In case of funding, the European Commission shall be acknowledged in a line immediately following the *Event* title, indicating: "Supported by the European Commission, Research DG, High-Level Scientific Conferences". Additionally, the contract number may be quoted.

25a. Total Cost

The total cost to the organisers should be entered here (i.e. costs to individual participants, such as travel and accommodation, not covered by the organisers should not be included). See also note 45.

26. Previous Proposals and Contract : Programme Name

Enter HP for Human Potential Programme, TMR for Training and Mobility of Researchers Programme or HCM for Human Capital and Mobility Programme.

27. Main Differences Evaluation Result

E.g. number of young researchers, EC funds requested and location of event. In order to further specify differences you may also print here the headings given in part "C. Proposal Description", e.g. "PROGRAMME CONTENT".

28. Evaluation Result

Please print FUNDED for a funded proposal, and REJECTED, if it was rejected.

29. Registration No with the European Commission's Research Programmes

In case the organisation has already received a registration number under the fifth Framework Programme, please enter it here, and only give the organisation details if they have changed since the registration number had been received.

30. Organisation Legal Name

Name under which the organisation is registered in the official trade registers.

31. Organisation Short Name

The short name chosen by the participant for this project. This should normally not be more that 20 characters.

32. Legal Registration No

If applicable: Please provide the legal national registration number or code in, i. e. Chambers of Commerce or the business register.

33. Activity Type

Indicate the habitual activity of your organisation. Please use one of the following codes:
REC: Research (i.e. organisations only or mainly established for research purposes);
HES: High Education (i.e. organisations only or mainly established for higher education/training, e.g. universities/colleges);
IND: Industry (i.e. industrial organisations private and public, both manufacturing and industrial services – such as industrial software, design, control, repair, maintenance);
OTH: Others

34. Legal Status

Please use one of the following codes:
GOV: Governmental (local, regional or national, public or governmental organisations e.g. libraries, hospitals, schools);
INO: International Organisation (i.e. an international organisation established by national governments);
JRC: Joint Research Centre (i.e. the Joint Research Centre of the European Commission);

PUC: Public Commercial Organisation (i.e. commercial organisation established and owned by a public authority);

PRC: Private Commercial Organisation including Consultant (i.e. any commercial organisations owned by individuals, either directly or by shares);

EEI: European Economic Interest Group;

PNP: Private Organisation, Non Profit (i.e. any privately owned, non-profit organisation).

35. Legal Status : 'If 'PRC', Specify'

If you are a Private Commercial Organisation (PRC), please indicate the type (e.g. : SA, LTD, Gmbh, independent person, …).

36. Business Area (NACE)

For statistical purposes, the Commission services need to classify the principal economic activity of each participant. This is done for the programmes in the 5th Framework programme according to the 2-digit or 3-digit NACE Rev. 1 classification, listed at end of this annex, the proposal submission forms. (NACE is "Nomenclature générale des activités économiques dans les Communautés européennes"). You should identify the principal economic activity of your organisation, or, in the case of a larger organisation, of the executive division of your organisation making the proposal.

37. Certification by Legal Entity

By signing this form, the signatory certifies that his/her organisation is prepared to be responsible for the proposed project. Note that only forms with original signatures will be accepted. The Commission will, however, accept an original signature of the proposal co-ordinator instead, in case the co-ordinator has written authorisation to sign on behalf of his/her legal entity. (For electronic submission the co-ordinator has to possess such authorisation since he/she is the only signatory on the electronic forms).

The signature should be accompanied by the official stamp of the organisation, where such exists (except for electronic submission).

38. Authorised Signatory

Name of person authorised to sign on behalf of the co-ordinator's legal entity.

39. Individual Event Profile / Information

Please complete a separate "Individual Event Profile/Information" sheet for each event.

40. Participants

Give estimates on number of participants keeping in mind that the recommended ranges differ between the activity types (see main text of the Guide for Proposers, High-Level Scientific Conferences).

41. Number of Young Researchers

The age limit for young researchers will be 35 years at the time of a particular conference event; allowance will be made for compulsory military service and childcare. As a exception to this

standard rule, young researchers acting as organisers or lecturers may use as reference date, the relevant deadline for proposal reception at the Commission.

42. Lecturers

Lecturers must have an active role (incl. keynote speakers). For full details see chapter on participants of the Guide for Proposers, High-Level Scientific Conferences.

43. Young Researchers / Lecturers

In case a young researcher acts as a lecturer, please include him/her in "Number of Young Researchers" only, to avoid double counting.

44. Total Number of Participants in Largest Nationality Group

Enter the foreseen total number of participants in the largest nationality group of the event and indicate their appropriate country code (see note 15). Please note in this respect, that not more than one third of the total number of participants should be nationals of the same country (One-Third Rule).

45. Budget

Note that not all cost categories are allowable for all different types of activities. For details see the financial guidelines in the main text of the Guide for Proposers, High-Level Scientific Conferences. Under 'Other' please enter the non-eligible part of the total cost to the organisers (see also note 25a). The entries under 'Total' should be equal to the corresponding entries for each event on form A2.

In addition to the administrative forms (parts A and B), a complete proposal must have a proposal description (part C) –without a proposal description, a proposal will be deemed ineligible. Please refer to the Guide for Proposers, High-Level Scientific Conferences for details on how to prepare the proposal description.

All proposals, **whether sent by post, sent by courier service or hand-delivered, must be** *received* **on or before the deadline by 17h00 (Brussels local time). <u>Important notice</u>: The above constitutes a change with respect to previous calls where deadlines applied to submission. Deadlines now apply to *<u>receipt</u>* by the Commission.**