

## Horizon 2020 Coordinators' Day (Grant Agreement Preparation)

01 March 2017 - **CHAR, Room GASPERI - NEW DATE!!**

Please click [here](#) for registration in EU Learn

**Target Audience:** Proposal coordinators. Staff from the Research Family are also welcome to participate.

**Objectives:** To provide information to coordinators on the preparation and signature of their grant agreement.

**Agenda:**

*08:30 - Registration and coffee*

09:30 - [Welcome, agenda and logistics](#)

09:40 - Overview of the grant preparation process

10:00 - Participant Portal . Paperless grant management

10:30 - Your organisation: legal status and financial capacity

*10:50 - Coffee break*

11:20 - Legal and Financial issues

*13:00 - Sandwich lunch*

14:00 - Managing your project: Do's and don'ts

14:45 - Scientific/Technical description of the project - Description of Action

15:30 - IT tools, support and practical details

16:00 - Dissemination and Exploitation of project results

*16:15 - End of the meeting*

**Session of 23/09/2016:** Watch the [video](#).

Coordinators can find the slides from the last session [here](#) (23/09/2016).

Updated presentations will be published on the Participant Portal and on the Wiki once available.