



INTERREG IVC Info Point West

General advice to Applicants for the 1st call for proposals

The INTERREG IVC Info Point West is located in Lille/France in the Joint Technical Secretariat. The Info Point West offers advice and support for applicants from **Belgium, France, Ireland, Luxemburg, Netherlands, United Kingdom and Switzerland** in developing applications for the first call for proposals.

By e-mail and phone you can reach us as follows:

By e-mail: IP-West@interreg4c.net

By phone: +33/ 328 38 11 11

Before contacting us, please check carefully whether the information you need is already available on the INTERREG IVC website www.interreg4c.net. Please read in particular the FAQ section and the Programme Manual.

Individual Project Consultations

If you would like to meet with the JTS to discuss your project idea and related questions in person, note that a **Lead Applicant Seminar** will be organized in Lille on **26 November 2007**, where you can also have individual consultation (registration is needed).

Additional Consultation Days are organized on 20 and 23 November and 7; 11 and 14 December.

Each consultation will last 45 minutes at the maximum and is exclusively reserved for the benefit of INTERREG IVC Applicants of the first call. These applicants are public bodies or bodies governed by public law, as defined in the INTERREG IVC Operational Programme.

These individual consultations are to be held in Lille/France. To register, please download the [Calendar of available dates](#) and choose a free date; and complete the Info Point [West Registration Form](#) and return it to: IP-West@interreg4c.net.

You will receive a confirmation of your request by e-mail. You should not make any travel arrangements unless you have received this confirmation. Further practical information will be sent to you together with the confirmation of your registration.

For organisational reasons, only e-mail requests completed with the above-mentioned Registration Form can be accepted.

Lead Applicant Seminar

The JTS will organise a Lead Applicant Seminar for the first call. It will take place on 26 November 2007 in Lille/France. The event is dedicated to Lead Applicants coming from the West area: **Belgium, France, Ireland, Luxemburg, Netherlands, United Kingdom and Switzerland**.

The seminar will take place in Hotel Alliance. Please visit their website: www.alliance-lille.com

Further information on travelling and accommodation will be provided later on.



The objective of the seminar is to give detailed and structured support to Lead Applicants in developing their applications in conformity with the programme requirements. The seminar will start with a plenary morning session (9:00 – 12:00). The JTS will inform Lead Applicants about framework conditions, both in relation to project activities and financial aspects.

In the afternoon the JTS will be available for individual consultations arranged before-hand by appointment. Conditions for these consultations are the same as specified above.

Draft agenda:

26.11.2007 - LILLE	
9:00 – 9:15	Opening/Welcome
9:15 – 9:45	Introduction to INTERREG IVC and the Application Pack
9:45 – 10:15	Preparing an INTERREG IVC Application: Project activity
10:15 – 10:45	Questions & Answers
<i>10:45 – 11:15</i>	<i>Coffee break</i>
11:15 – 11:45	Preparing an INTERREG IVC application: Financial and legal aspects
11:45 – 12:15	Questions & Answers
12:15 – 12:30	Open floor discussion: experience of INTERREG IIIC Lead Partners <i>What difficulties do LPs face? Useful tips for new LPs</i> Conclusion, closure of the event
<i>12:30 – 14:00</i>	<i>Lunch break</i>
14:00 – 15:30	Session 1 - Individual consultations (by appointment)
<i>15:30 – 16:00</i>	<i>Coffee break</i>
16:00– 17:30	Session 2 - Individual consultations (by appointment)

To register, please download the [Calendar of available dates](#) and choose a free date for an individual consultation held after the Lead Applicant Seminar; and complete the Info Point [West Registration Form](#) and return it to: IP-West@interreg4c.net. **Please note that these individual consultations are reserved for the participants of the Lead Applicant Seminar.**

You will receive a confirmation of your request by e-mail. You should not make any travel arrangements unless you have received this confirmation. Further practical information will be sent to you together with the confirmation of your registration.

For organisational reasons, only e-mail requests completed with the above-mentioned Registration Form can be accepted.

