

**Application form**

**Networking & Project Management Training:**

***“Project Café – Inspiration and Caffeine: Boosting***

***our Project Management Capacities"***

***9th – 15th December 2019, Berlin (Germany)***

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***General information***

|  |  |
| --- | --- |
| Surname(as written in passport) |  |
| First name |  |
| Birth date |  |
| Gender |  |
| Nationality |  |
| Personal Address |  |
| Phone Number |  |
| Email |  |
| Emergency person |  |
| Contact Emergency person(phone / email) |  |
| Special food needs?(Allergies, intolerances, diet, etc.) |  |
| Passport Number(if visa required) |  |
| English skills | Very good | Good | Poor |
| Speaking |  |  |  |
| Writing |  |  |  |
| Understanding |  |  |  |
| Name of your sending organisation |  |

***Motivation***

For the following questions, please write briefly your most important arguments. This will help us to design of the seminar according to your and the whole group‘s needs.

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| --- |
| **Experiences** |
| How long have you been involved in your organisation and what have been your roles and tasks? |  |
| Do you have any previous experience in the field of project management? Have you been involved in activities or organisation of the projects ? If so, please specify your role? |  |
| **Motivation and expectations** |
| What are the main reasons you wish to participate and what are your expectations for the seminar? |  |
| How do you want to use the acquired tools and knowledge in your organisation in the future? |  |
| Do you have an idea for a method or session that you could share at the seminar?Please give details, if possible: time needed, number of participants, kind of activity, topic |  |
| **Further information** |
| Do you have any special needs or requirements (e.g. disability, etc.)? Please specify: |  |
| You can state here any other information you would like to share. |  |

***Declaration and commitment***

I am fully aware that my participation in this activity is an investment of the organisers (in terms of logistic, finances, time and personal involvement of all people engaged) in my personal learning experience.

1. I declare that the information provided in my application is true and I commit myself to participate actively in the whole duration of the project.
2. I promise to share the experiences gained in the course with other fellows from my sending organisation and/ or other persons in my professional/ private / volunteer environment;
3. I promise to implement learned experience at the local level;
4. I commit to attending the training in full, with no late arrival and early departure or leaving sessions;

I read and understood text of the declaration.

 ***Date: Signature\*:***

 \*can be a digital signature