

## How to kick-start your Erasmus+ approved project

### Course description

Have you just won your first Erasmus+ project? Would you like to learn more about the next steps for your approved project? Then this is the perfect **FREE** webinar for you!

The course aims to clarify the steps you need to take with your National Agency and with us to attend [one of our courses](#). You will learn to evaluate the grant agreement and understand the impact of certain clauses, how our contract works and your responsibilities to ensure the smooth running of the project.

The webinar series is made of **1 session** which will take place on **Wednesday 6th October at 17.00 (Rome time)** for one hour with free access to video-recording and material.

### Who should attend

Teachers and school staff with little Erasmus+ experience or no experience at all. Ideally, they should be part of a school small internal team dedicated to Erasmus+. The webinar will focus on short-term projects, so if you are accredited please [contact us!](#)

### Price

This is a FREE webinar [subject to registration](#) (see below)

**Maximum number of participants:** 100. The number of participants is limited. Please, follow the instructions below to register.

**Language:** The webinar will be in English.

### Programme.

Wed 6<sup>th</sup> October 17.00-18.00 (Rome time): Session 1: **How to kick-start your Erasmus+ approved project**

- Your National Agency and your grant agreement
- Course availability and date confirmation
- Quotation and contract
- Financial management
- Enrolment and communication before arrival
- Participant preparation

### Resources:

- You will have access to the **session slides** and **our contract drafts**
- You can watch our **webinar recordings** and make progress at your own speed

### Who will present

The webinar will be presented by [Francesco Cendron](#).

### Before you join our webinar:

- Create a list of colleagues who will take responsibility for the project administration. If they don't speak English, please help them by translating our material.
- Plan the time to meet with your team to regularly assess progress.
- Carefully read [The grant is approved. What's next?](#)
- You will need to download and install the Zoom desktop application to use meeting chat and participate in polls. If you haven't used Zoom yet, please take your time to click the Webinar URL provided at registration and follow the prompts to download and install the Zoom desktop application. For more information, please [read here](#).

### Frequently Asked Questions (FAQ)

1. *You are not official partner of our application: can I join your webinar?* That's completely fine – and we hope that our courses will meet your needs. Join our webinar and find out how we operate!

2. *We have only 1 participant who could attend your courses: is it worth the effort of attending the webinar?* Our webinars are designed to improve our communication and we believe we can cooperate well together and enhance the experience of your participants, even if just one!
3. *Our grant agreement is not signed yet: isn't it too early to join?* It is never too late to join. Once you register at the webinar, you will have access to the video-recording and watch it at your own pace.
4. *Our courses will take place next year so there is plenty of time: why should we bother now?* Please, do not underestimate the importance of preparing and planning future courses, even if 12 months ahead. Please, consider it might take 2 months to receive the grants to your school bank accounts, a few weeks for your school to get together and decide dates and participants with the aim to sign our contract at least 3 months before your arrival date. Don't leave it to the last minute and make your project management enjoyable!

**REGISTER NOW!** Join us for FREE by filling in the [webinar registration form](#).