



International Seminar

# European Project Planning



Methods and Techniques  
for Planning and Writing European Project Proposals





## OBJECTIVES

The objective of the International Seminar in European Project Planning is to provide participants with the skills to transform good ideas into successful European project proposals.

The programme is organised in 6 modules for a total of 30 hours, focusing on:

- Analysis of European funding opportunities
- Information Sources
- Development of effective project ideas
- Creation of transnational project partnership
- Filling in of Application Forms for the submission of European projects
- Planning the financial aspects of the project



## TARGET GROUPS

Since the first edition of the International Seminar, organised in 2004, over five hundred participants of 40 nationalities worldwide have been involved.

The international Seminar is addressed to in-service staff working in:

- |                 |                                |
|-----------------|--------------------------------|
| ■ public bodies | ■ training organisations       |
| ■ universities  | ■ adult education institutions |
| ■ schools       | ■ research centres             |



The top of the page features a blue banner with a white border. Inside the banner is a close-up of the European Union flag, showing the blue field with twelve yellow stars arranged in a circle. The flag is slightly wrinkled and appears to be waving. Below the banner, the text 'THE PROGRAMME' is written in a large, white, sans-serif font.

# THE PROGRAMME

The programme is organised in 6 modules for a total of 30 hours.

## **Module 1 Introduction to the European Union Policies and Programmes**

- European policies in the fields of education, culture, research, and innovation
- From policies to funding programmes
- Introduction to European Union funding programmes
- European funding programmes in the field of education, culture, research and innovation
- Focus on Erasmus+ and Horizon Europe

## **Module 2 Information Sources**

- Information sources on the relevant funding programmes
- Finding and analysing the information
- Collection of relevant documents for project planning
- Checking eligibility criteria
- *Practical simulations*

## **Module 3 Quality Project Planning**

- The project planning process
- Formulation of the project idea
- Creation of the project summary
- Quality issues related to project planning
- *Practical simulations*

## **Module 4 Partnership Development**

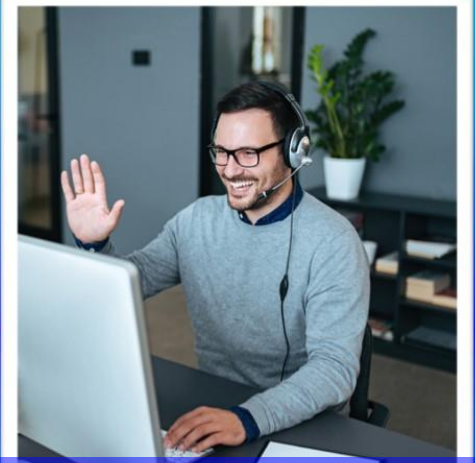
- Partner search strategies
- Creating the project partnership
- Defining the role of each partner
- Partnership management
- *Practical simulations*

## **Module 5 Filling in the Application Form**

- Analysis of the Application Form
- Filling in Application Forms for the submission of European Projects
- Self-assessment strategies
- Project selection criteria
- *Practical simulations*

## **Module 5 Financial Planning**

- Analysis of the project budget
- Analysis of financial and administrative rules
- Eligibility of expenditures
- Development of Financial Plans
- Budget planning
- *Practical simulations*



## ONLINE AND ONSITE ATTENDANCE

The Seminar is offered either as a **classroom-based** or **online-based programme**. It is up to each participant to decide whether to enrol for the onsite or online course.

The **classroom-based programme** is held in **Florence** (Italy).

The **online programme** is organised, at the same time as the classroom programme, via a **dedicated e-learning platform**.

It is possible to attend the **online programme, either synchronously or asynchronously**. All lectures are recorded, and all teaching materials and documents are available online, so it is possible to access both lessons and materials anytime and asynchronously. Participants can also ask questions asynchronously by contacting the course trainers who respond the day after.



## METHODOLOGY

The methodology used for both the classroom and online solutions is based on a constant integration of theory with practical, hands-on experiences.

Practical simulations are carried out for each topic analysed.





## SKILLS ACQUIRED

The Seminar provides participants with the skills to transform good ideas into successful European project proposals. The Seminar enables the participants to:

- Understand the **funding opportunities** managed by the European Commission
- **Matching ideas** with funding programmes
- **Interpret** a European call for proposals correctly
- **Develop effective ideas for European projects**
- Create an appropriate transnational **project partnership**.
- **Fill in the Application Form** for the submission of a European Project
- Plan the **project budget and manage the Financial Aspects** of the project application
- Carry out the project self-**assessment**
- Carry out the necessary procedures for the **submission of a project proposal**



## INTERNATIONAL NETWORKING

International networking opportunities are provided for both onsite and online participants in the framework of a highly interactive learning environment.

Over 40 editions of the International Seminar in European Project Planning have already taken place since 2004. More than 400 participants were involved, representing public and private institutions from all over the world.



## LOCATION

The classroom course is held at Pixel, in Florence (Italy). Pixel headquarters are near the historic city centre of Florence.

The online course is organised via a dedicated, highly interactive e-learning platform.



The Seminar is organised by Pixel, an international education institution. Pixel was established in Florence (Italy) in 1999 and has relevant expertise and experience in:

- **Planning and Management of European Projects**  
Pixel successfully planned and managed over 130 projects funded by the European Commission in the fields of education, research and innovation.
- **Delivering international education and training initiatives**  
Pixel organises and delivers international in-service training courses. Some of these courses have been provided in over 40 editions so far.
- **The organisation of international conferences in the field of higher education**  
Pixel organises, every year, three international conferences in the field of Higher Education. Participants come from over 50 countries worldwide.

More information about Pixel is available at <http://www.pixel-online.net>.





## TEACHING STAFF

The trainers involved in the International Seminar in European Project Planning and Management are:

### **Dr Elisabetta Delle Donne**

*President and Managing Director at Pixel*

Elisabetta is the President and Managing Director at Pixel.

Elisabetta graduated in Political Sciences – International Affairs from the University of Florence and has a Master in Business Administration. Since 1993, for the last 28 years, she has constantly been working in the field of international cooperation.

From 1993 to 1998, she worked as a European Project Manager in a consortium of higher education institutions. In 1999 she created Pixel, and since then, she has been its president and managing director.

Elisabetta is an expert in planning and managing international projects focusing in particular on the areas of education, innovation and research.

For 25 years, she has been consulting several European universities and public bodies on accessing international funding opportunities as well as European project planning and management.

So far, she has been involved as a project planner and manager in more than 150 international projects funded by the European Commission. She has developed and coordinated partnerships with more than 500 bodies worldwide, including universities, public authorities, training organisations, research centres etc.

Since 2008, Elisabetta has been an external expert in quality management and an external evaluator in several European projects. She is also a senior evaluator of European Project Proposals and Final Reports submitted in the framework of the programmes Erasmus+ KA2 Cooperation Partnerships, Erasmus+ KA2 Strategic Partnerships, Erasmus+ Youth, COST, Horizon 2020. Since 2019 she has also been coordinating and monitoring the work of teams of evaluators involved in the assessment of European project proposals and final reports.

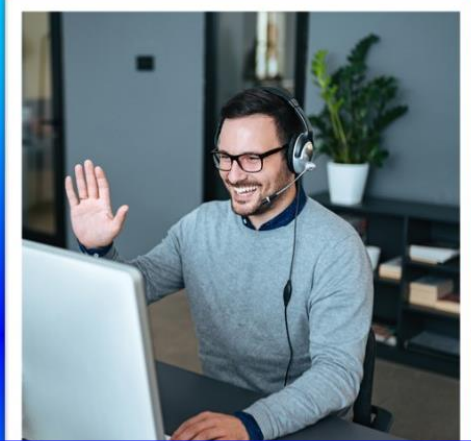
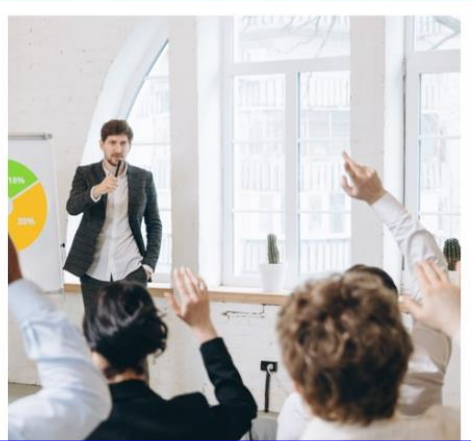
Elisabetta is a lecturer, at Higher Education level, in the field of European Project Planning and Management.

### **Dr Andrea Peraldo**

*Senior European Project Manager at Pixel*

Andrea graduated in Political Science from the University of Florence, completed a Master in European Studies in 2000. Andrea started working at Pixel in 2001 as a European project manager. At Pixel, Andrea, for the last 20 years, has been in charge of planning international projects funded by the European Commission. Andrea has planned more than 60 successful grant applications in the framework of different funding programmes such as Socrates, Leonardo da Vinci, Lifelong Learning and Erasmus+. Andrea also specialises in the planning of budgets of international projects. He is in charge of the administrative and financial management of the international projects in which Pixel is involved, maintaining contacts with the European project partners to support them in monitoring and reporting their project-related expenditures according to funding Programme administrative requirements.

In the past 15 years, Andrea has been delivering training in the field of European Project Planning and Management.



## DATES AND DURATION

The dates of the 2022 edition of the International Seminar in European Project Planning are:

- Edition 48
- On Demand

3 – 8 October 2022  
Anytime

ONSITE and HYBRID course  
ONLINE

The Seminar has a total duration of one week, 30 hours organised in 6 modules.



## WHY CHOOSE THIS SEMINAR?

Five good reasons to enrol:

- Learn how to write successful project proposals  
*Transforming good ideas into European projects*
- Network with participants from all over the world  
*Creating your transnational partnership during the course*
- Benefit from an active and practical teaching approach  
*Constant integration of simulations and hands-on activities*
- Choose whether to attend onsite, in Florence, or online  
*Flexible Learning Pathways, online and self-paced or face to face*
- Learn from trainers with 15 to 25 years of experience as project writers.  
*Over 130 successful European projects planned*





# STUDENT TESTIMONIALS

The course offers an excellent opportunity to broaden personal and professional horizons.

*M. N., Wexford Area Partnership, Ireland*

Very inspiring, full of important information, useful advice and relevant tips. I would like to congratulate the trainers on their professional skills.

*V. S., Commterra (Netherlands)*

A wonderful experience that I will recommend personally to all my colleagues

*V.M., Council of Ministers Administration, Bulgaria*

Exceptional organisation of all aspects. An absolute must for everyone in EU project management. It has been a truly wonderful time.

*K.M., Oxford Brookes University, United Kingdom*

Engaging and clear content. Extremely well structured. Extremely good delivery. Thank You!

*N. K., Arcada University of Applied Sciences, Finland*

I really recommend this course to all persons or professionals that are involved in European Projects.

*E. R. Instituto Superior Tecnico IST, Portugal*

The trainers are excellent! The contacts established during the course will be useful for the development of future projects.

*J.G., University of Pardubice, Czech Republic*

Excellent Seminar. Exceeded my expectations. Thank you!

*Z.S., Vilnius Pedagogical University, Lithuania*

Excellent. All details well-considered.

*M.K., Ayon Kocatepe University, Turkey*

I very much appreciated the training methodologies and the kindness of all Pixel's staff. I will recommend the course to my colleagues.

*A.G., Torslanda School Department, Sweden*

The information I got was definitely more than I expected. Thank you for the course.

*Innova, Finland*

It has been a wonderful week, I have acquired new skills, and I have developed new ideas for future projects and partnerships.

*AEIPS Training Centre, Portugal*



## ACCOMMODATION PACKAGES

The international Seminar is combined for participants choosing the onsite attendance, with **optional** accommodation and subsistence packages that are offered to single participants or to participants from the same institution who are willing to share accommodation costs.

### Single Participant in Single Room

Half Board package including: Seven nights accommodation in single room + 6 Buffet lunches	830 euro
Bed and Breakfast package including: Seven nights in a single room	730 euro
Lunches only Package including: 6 Buffet lunches at Pixel during the Seminar	100 euro

### Two Participants sharing a Double Room

Half Board package including: Seven nights accommodation in double room + 6 Buffet lunches	590 euro <i>per person</i>
Bed and Breakfast package including: Seven nights accommodation in double room	490 euro <i>per person</i>
Lunches only Package including: Six Buffet lunches at Pixel during the Seminar	100 euro <i>per person</i>







## INFORMATION AND ENROLMENT

For further information, please contact:

Programme Secretariat  
Pixel  
Via Luigi Lanzi 12  
50134 Firenze  
Tel. +39-055-489700  
e-mail: [seminars@pixel-online.net](mailto:seminars@pixel-online.net)

The enrollment fee is **640 euros** per person.

Groups composed of at least **six participants** will benefit from a **25% reduction** of the enrolment fee (**480 Euro per person**).

The enrollment fee includes:

- Participation in the Course
- Teaching material
- Access to the eLearning Platform

Optional accommodation and subsistence packages are available.

It is possible for residents in the European Union to apply for a grant to attend the Seminar.

Grants are available in the framework of the European programme Erasmus+ covering the costs for travelling to Florence and attending the International Seminar.

Information on possible grants should be asked at the National Agency in charge of the Erasmus+ Programme in the country of residence.

For more information, you can also contact the Pixel at: [seminars@pixel-online.net](mailto:seminars@pixel-online.net).

***Enroll in the Seminar Now, Learn to Write successful European Project proposals  
and Boost your International Career!***