

Before the event:**Local Organizer:**

- Selects the venue and manages all organisational and logistical aspects;
- Liaises with the Grant Holder to provide all details on budget and organisational aspects ;
- Liaises with the Action Chair / Vice Chair /relevant Action Leaders for setting up the content and programme;
- For Training School: Guarantees the access and if needed, the security clearance to necessary specific materials, equipment and location; and liaises with the trainers to assure all their needs are met for a successful training;
- During the event collects the signed attendance list (and/or attendance logs for virtual and hybrid events with names and countries of affiliation of the participants);
- The Local Organiser may never charge registration fees to an Action event from the participants to an Action event.

Grant Holder:

- Initiates the Local Organiser Support (LOS) process in e-COST, by encoding the Local Organiser Support details, verifying the budget available, and sending the grant letter to the Local Organiser (see paragraph A1-3.2 of the present Annex below);
- Supports and liaises with the Local Organiser;
- Issues timely e-COST invitations to participants (ideally 30 days before the event start date);
- Provides timely information (agenda, details on venue, general instructions) and support to the participants (e.g., information on reimbursement rules);
- In case the Grant Holder attends a meeting, supports the Local Organiser in collecting the signed attendance list (and/or attendance logs for virtual and hybrid events)

Meeting participants, Trainers and Trainees:

- Are invited via the e-COST platform with or without reimbursement;

They should accept or decline the e-COST invitation within 2 weeks from receiving the invitations.

Recommendation: to ensure sound financial planning of the event, after this period the Action MC may withdraw the invitation and the participant will lose the right to claim TRR.

- Shall secure the necessary travel documents / visas needed to facilitate their participation in approved COST activities;

The COST Association and the Action Grant Holder cannot be held responsible in cases where individuals do not secure the necessary travel documents / visas needed to facilitate their participation in approved COST activities.

- During the event, the participants shall: for face-to-face participation: Sign the attendance list each attended day of the meeting/training school.

After the event:**Local Organizer:**

- Provides the attendance list (and/or attendance logs) to the Grant Holder as soon as possible and within the 15 days after the end of the meeting;
- Liaises with the Action Chair/ Vice-Chair / relevant Action Leaders for reporting to the Action MC on the main discussions and outcomes.

Grant Holder:

- Collects attendance list (and/or attendance logs) from Local Organiser;
- For Action MC and Core Group meetings: Collects minutes from the Action Chair and uploads on e-COST;
- Processes travel reimbursement of eligible meeting/training school participants and reimbursement of LO of Local Organiser Support expenses within 30 days from the end of the meeting;
- Processes invoices (if any) from: Training materials, consumables and shipping expenses for Training School samples or equipment (details in Annex 4 of [Annotated Rules](#) from page 107)

Meeting participants, Trainers and Trainees:

- If invited with the status: “eligible for reimbursement”, need to submit the claim in e-COST:
- Have an e-COST profile at <https://e-services.cost.eu/> including bank details;
- Be eligible to receive financial support per Article 6.4;
- Have received an e-COST invitation to the meeting / training school and have accepted it within 2 weeks from receiving it;
- Sign the attendance list on each day that they attend the meeting and/or Training School;
- Submit via e-COST a completed Online Travel Reimbursement Request (OTRR) as soon as possible and not later than 15 calendar days after the end of the meeting;
- Upload legible copies of all invoices / receipts and relevant supporting documents onto e- COST (details in Annex 1 of [Annotated Rules](#) from page 85).

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All the necessary information can be found in the [Annotated Rules](#) from page 76, please read them before organising and attending the event.

The EuroWeb Grant Holder

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