****

**LIST OF PARTICIPANTS\***

|  |  |
| --- | --- |
| **Project promoter** |  |
| **Project title** |  |
| **Project number** |  |
| **Event’s title** |  |
| **Date of event / Event duration** |  |
| **Venue of the event (address / link** *(if the event is held online***)** |  |

| **No** | **Participant's name and surname** | **Name of organization** | **Position** | **Signature***(If the event is held online, the column „Signature“ is not filled in but together with the List of participants, the data (list) (in excel, word or similar) of the event broadcast platform about the participants should be provided)* |
| --- | --- | --- | --- | --- |
|  | *<Please fill in participant`s name and surname>* | *<Please fill in the name of the participant`s organization>* | *<Please fill in participant`s position within the organization>* | *<Signature of the participant>* |
|  | *<...>* |  |  |  |
|  |  |  |  |  |

*\** *Template is actual* ***for one-day event****.*

*\*\* Reports, where events costs are declared, shall include all event-related documentation (copies): procurement documentation, an invitation (s) to attend the event (in case invitations were sent to each participant personally, at least one copy of invitation sent have to be submitted), the final program of the event, handout, package of materials prepared for the seminar (photos), filled in and signed list of participants.*



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| **Project promoter** |  |
| **Project title** |  |
| **Project number** |  |
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| --- | --- | --- | --- | --- |
| **XXXX-MM-DD****(date)** | **XXXX-MM-DD****(date)** | **XXXX-MM-DD****(date)** |
|  | *<Please fill in participant`s name and surname>* | *<Please fill in the name of the participant`s organization>* | *<Please fill in participant`s position within the organization>* | *<Signature of the participant>* | *<Signature of the participant>* | *<Signature of the participant>* |
|  | *<...>* |  |  |  |  |  |
|  |  |  |  |  |  |  |

*\** Template is actual **for multi-day event**.

\*\* Reports, where events costs are declared, shall include all event-related documentation (copies): procurement documentation, an invitation (s) to attend the event (in case invitations were sent to each participant personally, at least one copy of invitation sent have to be submitted), the final program of the event, handout, package of materials prepared for the seminar (photos), filled in and signed list of participants.