**EVENT DESCRIPTION SHEET**

*(To be filled in and uploaded as deliverable in the Portal Grant Management System, at the due date foreseen in the system.*

 *Please provide one sheet per event (one event = one workpackage = one lump sum).)*

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| **PROJECT** | |
| **Participant:** | [No] - [legal name] ([short name]) |
| **PIC number:** | [PIC number] |
| **Project name and acronym:** | [project title] *—* [acronym] |

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| **EVENT DESCRIPTION** | | | |
| **Event number:** | [number] | | |
| **Event name:** | [name] | | |
| **Type:** | [insert, e.g. workshop, seminar, training, conference, etc] | | |
| **In situ/online:** | *[*in-situ*][*online*]* | | |
| **Location:** | [country(ies)], [city(ies)] | | |
| **Date(s):** | [date(s)] | | |
| **Website(s) (if any):** |  | | |
| **Participants** | | | |
| Female: |  | | |
| Male: |  | | |
| Non-binary: |  | | |
| From country 1 [name]: |  | | |
| From country 2 [name]: |  | | |
| From country 3 [name]: |  | | |
| … |  | | |
| Total number of participants: |  | From total number of countries: |  |
| **Description**  *Provide a short description of the event and its activities.* | | | |
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| **HISTORY OF CHANGES** | | |
| VERSION | PUBLICATION DATE | CHANGE |
| 1.0 | 01.04.2022 | Initial version (new MFF). |
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