**Information**

**Proposal for a workshop**

**\*= required**

**Workshop Title**\*

Max. 50 characters including spaces

***Workshop description***\*

*Please specify the scientific AND the educational aspect of the workshop in the description*

**Languages in which the workshop is offered\***

DE FR LU EN

*Luxemburgish and German are significant assets with school classes*

**We will be present**\*

* only on weekend
* only on week
* on weekend AND on week

*A presence during the 4 days is very appreciated*

**Target public on weekend**

* from 6 years old
* from 10 years old
* from 12 years old

**Target public on week**

* primary school: cycle 3.2-4.2 (10-12 years)
* secondary school: 7e-5e (13-15 years)
* primary AND secondary (10-15 years)

**Location preference(s)**

* Naturmusée
* Neimënster Abbey
* Parvis tent

*Please accept that we cannot guarantee you a spot at the requested location*

**Location dimensions**

*You will have a 5x5m location. If your needs are different, please justify and indicate the necessary dimensions*

**Student need\***

* yes
* no

*Do you need help for the animation of the exhibition? (max ONE student/exhibition, provided and paid by us)*

**Student presence required**

* on weekend
* on week

*Note that it is difficult to find students for the week!*

**Animation budget****including VAT\***

*Total budget for facilitator(s) from your institution: 200€ incl. VAT /person/full day*

**Equipment budget including VAT**

*Concerns your purchases & rentals*

**Equipment details**

**Transport budget including VAT\***

1. *subcontracting 2) 2nd class of public transport, rental & private vehicles (0,30€/km + toll). Parking fees not eligible!*

**Accommodation budget including VAT\***

*The maximum eligible amount per night is 150€ including VAT/person*

***Total workshop budget\****

*= animation including VAT + equipment including VAT + transport including VAT + accommodation including VAT*

***Remarks***

**Administrative head and his/her function**\*

*Person(s) signing the contract (e.g. Paul Schmit, director)*

**Name of the bank**

**IBAN account number**

**BIC code (if foreign bank)**

**Account owner**

Click on **Next**

to enter the details of our contact person at your institution.

Use the ‘without an account’ section unless you are registering more than once. In this case you can click on ‘with an account’ for the second registration.

Contact information

Email\*

First Name\*

Last name\*

Organisation\*

Adress\*

Postal code\*

City\*

Country\*

Phone

Mobile phone

Terms and conditions

I undertake to have obtained the prior and express agreement of all parties involved in this proposal (e.g. head of my research institution, non-profit organization, school...)

* I agree to the terms and conditions\*

 Click on **Confirm**

**and then**

Click on **continue booking** if you want to do a second proposition or want to leave the program.