



Application for a follow-up workshop

Cohort: *Example: Experiencing Leadership, 2-3-22*

Contact person to liaise with the Academy: *Example: Catharina Leibniz, leibniz@mail.de, 0176 123456*

Organisers: *Example: Catharina Leibniz, Wilhelm Leibniz, Sophie Charlotte, Rafael Levi*

Expected number of participants: *Example: 17 out of 20 (85%)*

Title/Topic:

Objective and concept:

Timetable and plan (including locations, rooms needed, etc.):

What is funding being requested for? (e.g. 1 day with a trainer, lunch for # participants on ##/##/202#, external speaker. Please note: Following approval, orders will be placed by/in consultation with the Academy team.)

Would you like us to support you? If so, with what? (e.g. for an event at Leibniz Headquarters: booking a room, placing an order for catering, recommending local restaurants)

Who in your group plans to take part in the workshop?

Example: Participant A

Participant B

Contract award note

Date / last name, first name

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Provision / service

Provision / service	Provider 1	Provider 2	Provider 3
Conceptual planning, preparation, running and documentation of a one-day workshop for leaders (department heads) from various Leibniz Association institutes on in			
Net	€	€	€

Contract awarded to:

Request for quotation for value limit below €30,000

Justification:

Lowest-cost provider.