**Subject**: Request: Evaluator for ICT calls in H2020 - proposal check event, *7th March, 2016*

Dear….,

The European project Ideal-Ist, is organising an event for improving the quality of project proposals for Horizon 2020 ICT calls (2016 calls).

Ideal-ist is a non-profit network of ICT national contact points (NCP's) ([www.ideal-ist.eu](http://www.ideal-ist.eu)). It is active since 1996 and was established to support ICT companies and research organisations worldwide in their participation in European research programmes.

Since you have been serving as an evaluator for various FP7/H2020 ICT calls, we would highly appreciate your support as an evaluator for this event as well. It will be implemented as a one day event in ***Lisbon, Portugal***. The envisaged date is the ***7th March, 2016.***

The procedure is planned as follows: interested proposers present their almost finished proposals for 2016 ICT calls and receive qualified feedback by at least two experienced evaluators immediately during the session. Each 90 minutes session consists of the evaluators reading the proposal, and subsequently providing feedback to the proposer.

The aim of the proposal check event is to increase the chances for funding and to transfer useful knowledge to the proposers. The event is free of charge for the participants.

In case you are selected to support this event as an evaluator, remuneration will be provided in the form of a lump sum of EUR 450 (gross, subject to tax) per full working day, plus travel/accommodation expenses.

We are looking forward to welcoming you as a member of our international expert team and are kindly asking for an indication about your availability (please contact [**eunice.ribeiro@gppq.pt**](mailto:eunice.ribeiro@gppq.pt)).

With best regards,