

### **How to formalize your participation:**

1. Fill the pre-registration form provided by GTTP
2. You will receive a pre-registration certificate
3. You have to submit it together with your application to your national Comenius Gruntvig National agency: [http://ec.europa.eu/education/programmes/llp/national\\_en.html](http://ec.europa.eu/education/programmes/llp/national_en.html)
4. In the website of your agency you will find the application form that you have to fill
5. Pay attention to the deadline and make sure you reserve a couple of days to finish your application
6. In case you don't present a formal application to your national agency please let us know so we can make your place available to other interested applicants.
7. Your national agency shall give you a response in 7 to 10 weeks.
8. In case you succeed you have to contact us immediately to handle the formal registration process of the course.
9. In case your application is not approved you have to inform us as soon as possible. Remember that there is a cancellation fee in case you don't inform us that you will not attend the training.
10. Contact us to confirm that the training will take place before you make any expense. In case we don't reach a minimum of 10 participants we may have to cancel the training in which case you should contact our national agency that may give you the possibility to apply to another event.