

InnovaWood Special Service Package

InnovaWood Special Service Package provides tailor-made support actions for InnovaWood members within their individual European activities.

InnovaWood Special Service Package provides a fixed package of specific individual and personalised services that gives the InnovaWood members the opportunity to increase their European activities and exposure in a more effective and cost-efficient way.

Signing up for InnovaWood Special Service Package includes a certain number of working hours of the InnovaWood Secretariat exclusively reserved for and dedicated to your own activities; you will be free to choose how to use these hours. In addition, you will be able to use the meeting room facilities in the European Forestry House. The Special Service Package includes a fee reduction for InnovaWood events and at the end of the year you will be invited to an exclusive event in Brussels. This highly relevant event will be entirely dedicated to the Special Service Package members' interests and your cross-sectoral activities in Europe.

The services included in the Special Service Package are:

1. Full membership of the InnovaWood network;
2. Exclusive use of the InnovaWood Secretary's time;
3. Reduced participation fee at IW events;
4. Use of the InnovaWood meeting room in Brussels;
5. Attendance at an exclusive event in Brussels.

In case additional support is required from the InnovaWood Secretariat, the members are offered the possibility of additional services from the Special Service Package.

In order to plan and guarantee the dedication of the InnovaWood Secretariat to all members, the registration for Special Service Package will need to be done at the beginning of the year.

The InnovaWood Special Service Package initiative is an additional service to the existing InnovaWood membership. It has no impact on the services currently provided by the InnovaWood Secretariat.

This Special Service from the Secretariat will focus more on the specific individual needs of the members and at the same time the network will gain more financial stability.

Services included in InnovaWood Special Service Package

Full membership InnovaWood Network.

- The InnovaWood Special Service Package includes the registration for a full membership of the InnovaWood network.

Use of the Secretariat's time.

The Secretariat can act as local contact person for the member, in order to carry out member's tasks in Brussels:

- Carrying out actual information meetings for the members with representatives of EU bodies or institutions; conflict of interest
- Contacting, arranging and preparing meetings or events with representatives from the EU bodies/institutions;
- Assistance with the preparation of individual project proposals, including meetings with EU representatives, to discuss and to orient project proposals, in line with the demands of the European Commission and other funding bodies;
- Guidance in the preparation of project documents according to the requirements of the different funding schemes; preparation of technical text proposals and financial documents; administrative support with submission procedures;
- Stimulate and encourage InnovaWood members to become evaluators and experts in the EU funding environment
- Receiving post and goods, printing and personal delivery of documents to the European Commission or other European funding bodies;
- Provide a hot desk in the European Forestry House, including, internet, phone, fax and printing facilities;
- Support any other task the members wish to carry out in Brussels.

Reduced participation fee at IW events:

- The member gets a reduction of € 75 at all IW events.

Use of the InnovaWood meeting room

The members will be able to use the meeting room in the European Forestry House. Its central location is ideal for organising consortium meetings of European projects.

- Availability of a fully-equipped meeting room with capacity for up to 35 persons;
- Coffee, tea and refreshments during breaks;
- Computer, beamer and flip chart available;
- Preparation of the meeting (reservation of catering, refreshments, room set up);
- Supply of practical information (hotel recommendations, travel advice).

Attendance at an exclusive yearly event in Brussels:

The event will last 2 days and focus on the improvement of the members' representation within Europe. It will aim at networking both between the members themselves and with third parties. It will also help gain experiences from other sectors.

The members that registered for the Special Service Package will have the opportunity to decide which topics will be handled in the workshop. Proposed topics are:

- EU consortium building and networking;
- EU project management;
- Success stories in RTD. Key-note speakers from inside and outside the sector;
- Presentation of success stories to learn from other sectors;
- Workshop on standardisation and testing;

- Workshop on e-Learning and establishment of internet courses;
- Research valorisation management;
- IP and IPR in EU funded projects;
- Field trip;
- Social event.

The event will be exclusive to InnovaWood members that purchased the Special Service Package. Participation is only possible by personal invitation.

Narrowing down the event programme (not all topics included)

Registration fee for InnovaWood Special Service Package

The registration fee covers the complete package of services for a fixed price of **€ 1.980** per year, including registration for the exclusive event in Brussels.

The InnovaWood Special Service Package fee of € 1.980 will cover the full InnovaWood membership fee of € 750 Euros and the following extra service items:

InnovaWood Special Service Package fee includes
1. Full InnovaWood membership fee of € 750
2. 2 half days use of the Secretary's time
3. Reduced participation fee at InnovaWood events
4. Half day use of the InnovaWood meeting room
5. Attendance for 1 person at exclusive event

It is possible to purchase extra services for a fixed price per unit. These services can only be purchased by InnovaWood members that signed up for the Special Service Package. The prices of the services are:

Optional added Services	
	Cost per item (€)
Added use of the Secretary's time (half day)	250
Added use of the InnovaWood meeting room (half day)	100
Possibility for extra person to attend exclusive event	300 (actual member cost € 600)

General conditions for subscription

All organisations eligible for InnovaWood membership have the opportunity to sign up for InnovaWood Special Service Package.

The InnovaWood Special Service Package has a duration of 1 year and is automatically prolonged at the beginning of each year. To terminate the Special Service Package the member needs to inform the Secretariat in the beginning of the year at the latest by the General Assembly.

In order to manage individual Special Service Package in the best possible way the registration period will be closed two weeks after the General Assembly.

InnovaWood members, not part of the Special Service Package scheme, are not able to obtain the services proposed in the package separately. This is to ensure the continuity and planning of the InnovaWood Secretariat's work, for the benefit of the InnovaWood network in general and the services included in the Special Service Package.

Reservations of the meeting room in the European Forestry House will have to be made a reasonable time in advance and will work on the principle of "first come first served".

Travel and accommodation costs for the exclusive event are not included in the Special Service Package fee.

No refunds will be made in the case of some services not having been used at the end of the year.