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| **A** | **General information** | **Date**: Please select the date  |
| **Applicant** | Surname, First Name |
| **Titel of the event** | Please fill in. |
| **Date of the event** | Please fill in. |
| **Place and country of the event** | Please fill in. |

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| **B** | **Summary and content-related description (1 - 2 pages)** |
| Please describe the **contents, formats** (e.g. panel discussion, workshops, work in small groups, World Café, Science Slam, speed dating) and the **schedule** of the planned alumni event.Please also justify the **choice of speakers**. If possible, please explain the **relevance of the topic for the country or region** and **the additional value of the** **event for local alumni work.**Does the event aim at **longer-term networking** of the participating alumni? In this case, please describe how the event will contribute to this.If you have held an event with a similar focus and/or group of participants within the last year, please explain whether and how the events build on each other. |
| Please fill in. |

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| **C** | **Goals and target group** |
| Please name the goals of your event as precisely as possible. Please explain how these goals contribute to at least one of the programme objectives (see leaflet).Please briefly name the target group of the alumni event. The involvement of alumni from other countries needs to be specially justified. |
| Please fill in. |

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| **D** | **Public relations and virtual networking** |
| Which channels do you want to use to announce the event and report on the results of the event?Is a virtual networking of the participating alumni planned, e.g. on the Alumniportal Deutschland? |
| Please fill in. |

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| **Optional information to the financial plan** |
| At this point, you can explain or concretize complex information on the planned receipts and expenditures in the financial plan. This is not a mandatory field and should **only** be filled in if you think additional information is necessary. |
| Please fill in. |