 

**SME AND BSO TOUR FOCUSED ON BIO-/ORGANIC FOOD AND WINE**

**Questions and answers**

*We have established this document to incorporate the questions received from applicants. The document will be regularly updated by adding both the received questions and their corresponding answers. We recommend that applicants check this document regularly to stay informed.*

**Question 1: How costs should be reported? Should personal costs be included, too?**

**Answer 1:** In the proposal, applicants are required to present a detailed budget showing all the necessary costs to successfully implement the activity: Hotel, travel, meals, local transportation, room rental... However, the reporting that is expected at the end of the activity will only require the subcontractor to provide the following:

* Technical report explaining the activity.
* scanned copy of the boarding passes of the participants (or certificate on boarding pass loss).
* One single attendance list with signatures of all the participants.

**Question 2: Is it mandatory the renting of a stand for the participants?**

**Answer 2:** yes, It is necessary to include a shared stand in the fair, so that participants can showcase their products.

**Question 3: Can the B2B meetings take place outside the fair, as both Organic Food Iberia and Torino Fashion Week already offer brokerage events for exhibitors and visitants?**

**Answer 3:** Applicants are free to choose where the B2B meetings will take place. It could be either in the grounds of the international conference or at a separate venue.

**Question 4: who will be the partner in charge of selecting the beneficiaries from those EaP countries?**

**Answer 4:** The selection of the participants is the responsibility of the chosen subcontractors. Eurochambres/EU4BCC team can support the recruitment process by reaching out by email to the final beneficiaries of the project and through social media channels. However, the applicant shall prepare the call for proposals procedure including the timeline, selection criteria, and platform to gather the expressions of interest.