

## CONTRACT OF COOPERATION

The [Name of Organisation] [Address] [VAT Number] represented by [Name of Person in charge] hereinafter referred as the “Contractor”.

And

Europa Media Public Service Corporation, Address: Vitorla u. 15, Budapest, 1031, Hungary, VAT No: 21905955-2-41, represented by Mr. Gabor Kitley, Managing Director, hereinafter referred as the “Consultant”.

Together “the Parties” have agreed on the date of signature as follows:

### Preamble

**This is a special contract offered exclusively for the Contractor.**

1.0 The Consultant delivers a (LENGTH e.g. one-day) in-house training course on [Course title] (hereinafter referred to as the “Seminar”) for maximum 30 participants. The date and venue of the Seminar will be: [Date] [Venue: Location, City, Country]:

1.1 The Consultant shall undertake the following activities in the framework of this contract:

- a. Provide presentations and hold open discussions during the Seminar on the date and at the venue defined in this contract. The preliminary agenda is attached to this contract as Annex 1.
- b. The Seminar will be held and moderated by the Consultant of Europa Media personally.  
Language of the event: English.
- c. The Consultant provides the following items for all participants:
  - USB key with the presentations and resources
  - Special VIP user privilege with access to content on [www.eutrainingsite.com](http://www.eutrainingsite.com)

1.2 **The Contractor** shall undertake the following activities and provide the following items in the framework of this contract:

- a. Full administrative organisation of the Seminar including organisation of participants through their preferred means, i.e. charging the participants, selection process, etc.
- b. Conference room suitable for the number of participants
- c. All technical equipment for the Seminar, as requested by the Consultant, including notebook, beamer (projector), flip charts, etc.
- d. Coffee breaks and lunch during the Seminar
- e. Round-trip airfare for the consultant from Budapest to [Destination city], economy class

- f. Accommodation at minimum four-star hotel, meals, and travel for the Consultant

2.0 Pricing: For the activities described in 1.1 and Annex 1 the total net amount of 4,500 EUR (four thousand five hundred euros) will be invoiced to the Contractor. (VAT is applied if the training is organised in Hungary.) This amount is separate from any costs specified under section 1.2 of this contract and payable in full directly to the Consultant.

2.1 Travel (flight tickets in economy class), transfers and accommodation for the Consultant shall be organized and provided by the Contractor in advance and must be received by the Consultant **no later than 8 days** following the signature of this Contract.

2.2 Accommodation at a minimum four-star hotel for an appropriate length of time, agreed upon between the Consultant and the Contractor, shall be organised and provided by the Contractor; the Contractor shall also provide all meals during the stay and transportation for the Consultant between the hotel and venue.

2.3 Parties agree that the **Seminar is organized on a non-profit basis** and it cannot lead to the generation of significant profit by the Contractor. In duly justified cases participants to the training may be requested to pay a small contribution towards the costs of the Contractor, such contribution, however **cannot under any circumstances exceed 200EUR/person**.

3.0 Payment modalities: After the signature of the contract the 50% of the training fee set in Point 2.0 is paid by the Contractor. After the completion of the training the other 50% of the fee will be paid by the Contractor. For both payments an invoice will be issued, payable within 8 days of receipt.

4.0 Confidentiality: In the course of performing Consulting Services, the parties recognize that they may come in contact with or become familiar with information that the Consultant or its subsidiaries or affiliates may consider confidential. This information may include, but is not limited to, information pertaining to the Consultant's services, which information may be of value to a competitor. Contractor agrees to keep all such information confidential and not to discuss or divulge it to anyone other than appropriate Contractor personnel or their designees.

5.0 Entire Agreement and Amendments: This Agreement constitutes the entire agreement of the parties with regard to the organization of the Seminar, and replaces and supersedes all other agreements or understandings, whether written or oral. No amendment or extension of this Agreement shall be binding unless in writing and signed by both parties.

5.1 Binding Effect, Assignment: This Agreement shall be binding upon and shall inure to the benefit of the Consultant and the Contractor and to the Contractor's successors and designees.

This contract shall enter into force on the date of signature and shall expire upon completion of the work undertaken by the Consultant. The contract shall also expire if travel and accommodation arrangements (including the receipt of plane ticket by the Consultant) are not duly fulfilled by the Contractor 30 (thirty) days before the organization of the Seminar.

5.2 Governing Law, Severability: This Agreement shall be governed by the laws of Hungary and are within the jurisdiction of the City Court of Budapest. The invalidity or unenforceability of any provision of the Agreement shall not affect the validity or enforceability of any other provision.

The following persons are entitled to supervise the execution of this contract:

For the Contractor: [Name]

For the Consultant: Mr. Gábor Kitley

Done in two [2] copies, on [date]

Annexes

1. Preliminary programme of the Seminar