

Registration Guide for Host Entrepreneurs

Erasmus for Young Entrepreneurs aims at helping you to acquire relevant practical skills for managing a small or medium-sized enterprise, by spending time in an enterprise in another EU country. It will help improve your know-how and foster cross-border transfers of knowledge and experience between entrepreneurs.

The general objective of Erasmus for Young Entrepreneurs is to facilitate exchanges of experience, learning and networking, for recently established and would-be EU entrepreneurs, by working with experienced entrepreneurs in other EU countries.

This guide explains the necessary steps for completing the registration form.

Your profile will not be public. It will, however, be made available to new entrepreneurs who are accepted in the programme, and to the intermediate organisations officially appointed by the European Commission, so as to facilitate the contact between new entrepreneurs and host entrepreneurs.

Note: The online registration is only available in English and must be completed in this language.

STEP 1 – Prepare your registration

Before registering, please make sure that you have prepared the necessary documents that are mandatory to valid your application, namely:

- Your Curriculum Vitae;
- Your motivations

Curriculum Vitae

The curriculum vitae should include a summary of your educational & vocational background, your competencies/skills and your experience in running a business.

It should be clear, concise, complete and up-to-date. You can ask your intermediary organisation for advice and help.

Your CV can be in any language but it's worth noting that English is understood by most of the users of the online catalogue. These users gather all accepted applications and, as a consequence, English might be the most appropriate language to use as it helps the intermediary organisations to do the match-making.

Motivations

You will be required to explain why you are interested in participating in the Erasmus for Young Entrepreneurs programme and what you can offer to a New Entrepreneur.

You should demonstrate that:

- You have experience in running a business;
- You are engaged in an activity that will give the New Entrepreneur the relevant learning opportunities;
- You wish to share your entrepreneurial experience and act as a mentor by specifying how you will work towards developing and improving the New Entrepreneur's managerial skills and know-how.

You should describe how the New Entrepreneur will practically contribute to your business (i.e. the activities envisaged) and equally, you should indicate if any specific skills are required from the New Entrepreneur to perform a particular task.

Activities for the New Entrepreneur during the exchange can be for example:

- Shadowing you;
- Market research and developing new business opportunities;
- Project development, innovation and R & D;
- Taking a fresh look at existing business operations;
- Understanding SME finance;
- Branding, sales and marketing of your company;
- Work on projects from one or more of the above mentioned areas.

STEP 2 – Register!

How can I apply?

Experienced entrepreneurs have to apply online via the general link of the programme website (www.erasmus-entrepreneurs.eu) through the “Apply now” section or, experienced entrepreneurs may directly apply as Host Entrepreneur in the section “Who can apply” & “Apply now as HE” (<http://www.erasmus-entrepreneurs.eu/page.php?pid=012>).

The following steps need to be completed in order to continue:

1. Enter your e-mail address;
2. Click the Register button;
3. Complete the form which appears after clicking on the Register button.

*** Email :**

It is not possible to use the same email address for different applications..

The Registration form



Welcome

You will first be asked to choose your status, between new entrepreneur or host entrepreneur. Then click “Next”.

* Do you want to register as a NEW or a HOST entrepreneur?

Someone who is firmly planning to set up his or her own business or has already started a business within the last three years is considered a new entrepreneur. Experienced entrepreneur should own or manage an SME in the EU. For more information, [click here](#).

- New entrepreneur
 Host entrepreneur

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Your Profile!

In this section, you should indicate your contact details and then click “next” (the fields with an * are mandatory).



* Title :

* Last name :

* First name :

* Company name :

* Address :

* Postal code :

* City :

* Country :

* Phone :

Fax :

Email : test@eurochambres.eu

Website :

* Number of employees in the company (if applicable) :

Please note that at the end of the registration process, you will have the possibility to specify whether you want your contact details to be visible or not. In the latter case, your chosen intermediary organisation will be the contact point for New Entrepreneurs interested in your profile.

Motivations

1. Explain (in up to 2000 characters) why you are interested in participating in the Erasmus for Young Entrepreneurs programme, your expectations and what you can offer to a New Entrepreneur.

You should demonstrate that:

- You have sufficient experience in running a business;
- You are engaged in an activity that will give the New Entrepreneur the relevant learning opportunities;
- You wish to share your entrepreneurial experience and act as a mentor by specifying how you will work with the New Entrepreneur towards developing his/her entrepreneurial skills and know-how.



* Please indicate why you wish to participate in the Erasmus for Young Entrepreneurs programme and state your expectations :

2000 character(s) left

2. Submit your CV. We recommend you upload your CV in PDF.

* Please upload your CV (Preferred format: PDF).
A summary CV is sufficient.

Note: Click on Clear to change or delete your CV

3. Indicate here the number of years of professional experience as entrepreneur.

* Experience in running a business (in years) :

4. Specify the profile of the new entrepreneurs you are looking for.

Please indicate any specific skills that the NE should have :

2000 character(s) left



- Any additional important information that could make your offer more attractive concerning, for instance, the accommodation, the contribution to some costs or the payment of a salary, should be mentioned in this last text box.

Please specify any additional important information about your offer :

2000 character(s) left

- Click “next”

Languages

The spoken language is one of the main criteria when seeking a suitable business partner. You must be able to communicate properly with your new entrepreneur and have significant exchanges.

You should therefore be comfortable working in the foreign languages you have selected in your applications in addition to your mother tongue (i.e. no difficulty in understanding, speaking and writing the language(s)).

- Select your mother tongue

* Please specify your mother tongue :

<input type="radio"/> Bulgarian	<input type="radio"/> Finnish	<input type="radio"/> Polish
<input type="radio"/> Czech	<input type="radio"/> French	<input type="radio"/> Portuguese
<input type="radio"/> Danish	<input type="radio"/> Hungarian	<input type="radio"/> Romanian
<input type="radio"/> German	<input type="radio"/> Italian	<input type="radio"/> Slovak
<input type="radio"/> English	<input type="radio"/> Lithuanian	<input type="radio"/> Slovenian
<input type="radio"/> Greek	<input type="radio"/> Latvian	<input type="radio"/> Swedish
<input type="radio"/> Spanish	<input type="radio"/> Maltese	
<input type="radio"/> Estonian	<input type="radio"/> Dutch	



2. Select your other working languages (i.e. a language that you have no difficulty in understanding, speaking and writing)

Please specify other languages in which you are comfortable working : 

- | | | |
|------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Bulgarian | <input type="checkbox"/> Finnish | <input type="checkbox"/> Polish |
| <input type="checkbox"/> Czech | <input type="checkbox"/> French | <input type="checkbox"/> Portuguese |
| <input type="checkbox"/> Danish | <input type="checkbox"/> Hungarian | <input type="checkbox"/> Romanian |
| <input type="checkbox"/> German | <input type="checkbox"/> Italian | <input type="checkbox"/> Slovak |
| <input type="checkbox"/> English | <input type="checkbox"/> Lithuanian | <input type="checkbox"/> Slovenian |
| <input type="checkbox"/> Greek | <input type="checkbox"/> Latvian | <input type="checkbox"/> Swedish |
| <input type="checkbox"/> Spanish | <input type="checkbox"/> Maltese | |
| <input type="checkbox"/> Estonian | <input type="checkbox"/> Dutch | |

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3. Indicate the specific languages that the new entrepreneur should speak if the proposed work or project requires some specific languages skills (e.g. foreign market research).

Specific languages required/desirable from the NE (if any) :

- | | | |
|------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Bulgarian | <input type="checkbox"/> Finnish | <input type="checkbox"/> Polish |
| <input type="checkbox"/> Czech | <input type="checkbox"/> French | <input type="checkbox"/> Portuguese |
| <input type="checkbox"/> Danish | <input type="checkbox"/> Hungarian | <input type="checkbox"/> Romanian |
| <input type="checkbox"/> German | <input type="checkbox"/> Italian | <input type="checkbox"/> Slovak |
| <input type="checkbox"/> English | <input type="checkbox"/> Lithuanian | <input type="checkbox"/> Swedish |
| <input type="checkbox"/> Greek | <input type="checkbox"/> Latvian | <input type="checkbox"/> Slovenian |
| <input type="checkbox"/> Spanish | <input type="checkbox"/> Maltese | |
| <input type="checkbox"/> Estonian | <input type="checkbox"/> Dutch | |

4. Click « next »



Business sector

The business sector is another important criterion for finding a suitable business partner.

1. Specify the main business sector of your current activity.

* Please specify the main business sector of your current activity: **This is your primary business sector that your company is involved in**

<input type="checkbox"/> Advertising, promotion, printing, media and related products and services	<input type="checkbox"/> Furniture, domestic appliances, cleaning products
<input type="checkbox"/> Agricultural, forestry, horticultural, aquacultural and apicultural products and services	<input type="checkbox"/> Health, beauty and social services
<input type="checkbox"/> Architectural, construction, engineering and inspection services	<input type="checkbox"/> Hotel, restaurant, tourism, travel services and wellness
<input type="checkbox"/> Automotive industry	<input type="checkbox"/> Industrial machinery production, installation, repair and maintenance
<input type="checkbox"/> Chemical products	<input type="checkbox"/> IT, office and communication equipment, services and supplies
<input type="checkbox"/> Clothing, footwear, leather and textile, luggage articles and accessories	<input type="checkbox"/> Legal, fiscal and other consultancy services
<input type="checkbox"/> Community, social and personal services	<input type="checkbox"/> Medical equipments, pharmaceuticals and personal care products
<input type="checkbox"/> Construction sector and real estate	<input type="checkbox"/> Mining, machinery for mining, basic metals and related products
<input type="checkbox"/> Crafts, art materials and accessories	<input type="checkbox"/> Music, theater, events and related cultural and entertainment services
<input type="checkbox"/> Distribution and Retail sector	<input type="checkbox"/> Organic/Bio/Eco products & services
<input type="checkbox"/> Education and training services	<input type="checkbox"/> Research and development equipment & services
<input type="checkbox"/> Electrical machinery, apparatus, equipment and consumables; lighting	<input type="checkbox"/> Security, fire-fighting, police and defence equipment
<input type="checkbox"/> Energy, fuel, electricity and other sources of energy	<input type="checkbox"/> Transport and Logistics services
<input type="checkbox"/> Financial and insurance services	<input type="checkbox"/> Water distribution, Sewage, refuse, cleaning and environmental services
<input type="checkbox"/> Food, beverages, tobacco and related products	



2. Select up to 4 additional business sectors in which you are currently involved.

Please specify other business sectors in which you are currently involved: 

Chose up to 4 additional sectors which best correspond to the nature of your business

<input type="checkbox"/> Advertising, promotion, printing, media and related products and services	<input type="checkbox"/> Furniture, domestic appliances and cleaning products
<input type="checkbox"/> Agricultural, forestry, horticultural, aquacultural and apicultural products and services	<input type="checkbox"/> Health, beauty and social services
<input type="checkbox"/> Architectural, construction, engineering and inspection services	<input type="checkbox"/> Hotel, restaurant, tourism, travel services and wellness
<input type="checkbox"/> Automotive industry	<input type="checkbox"/> Industrial machinery production, installation, repair and maintenance
<input type="checkbox"/> Chemical products	<input type="checkbox"/> IT, office and communication equipment, services and supplies
<input type="checkbox"/> Clothing, footwear, leather and textile, luggage articles and accessories	<input type="checkbox"/> Legal, fiscal and other consultancy services
<input type="checkbox"/> Community, social and personal services	<input type="checkbox"/> Medical equipments, pharmaceuticals and personal care products
<input type="checkbox"/> Construction sector and real estate	<input type="checkbox"/> Mining, machinery for mining, basic metals and related products
<input type="checkbox"/> Crafts, art materials and accessories	<input type="checkbox"/> Music, theater, events and related cultural and entertainment services
<input type="checkbox"/> Distribution and Retail sector	<input type="checkbox"/> Organic/Bio/Eco products & services
<input type="checkbox"/> Education and training services	<input type="checkbox"/> Research and development equipment & services
<input type="checkbox"/> Electrical machinery, apparatus, equipment and consumables; lighting	<input type="checkbox"/> Security, fire-fighting, police and defence equipment
<input type="checkbox"/> Energy, fuel, electricity and other sources of energy	<input type="checkbox"/> Transport and Logistics services
<input type="checkbox"/> Financial and insurance services	<input type="checkbox"/> Water distribution, Sewage, refuse, cleaning and environmental services
<input type="checkbox"/> Food, beverages, tobacco and related products	

3. Click “next”



Geographical preferences

In this section, you should indicate your preferred countries of origin for the New Entrepreneur.

1. Select your primary choice

*** Please indicate your preferred source country for the exchange (this has to be different from your country of origin) :** i Indicate here the country from which the NE you will host should ideally come from.

<input checked="" type="radio"/> Austria	<input checked="" type="radio"/> Germany	<input checked="" type="radio"/> Netherlands
<input checked="" type="radio"/> Belgium	<input checked="" type="radio"/> Greece	<input checked="" type="radio"/> Poland
<input checked="" type="radio"/> Bulgaria	<input checked="" type="radio"/> Hungary	<input checked="" type="radio"/> Portugal
<input checked="" type="radio"/> Cyprus	<input checked="" type="radio"/> Ireland	<input checked="" type="radio"/> Romania
<input checked="" type="radio"/> Denmark	<input checked="" type="radio"/> Italy	<input checked="" type="radio"/> Slovakia
<input checked="" type="radio"/> Czech Republic	<input checked="" type="radio"/> Latvia	<input checked="" type="radio"/> Slovenia
<input checked="" type="radio"/> Estonia	<input checked="" type="radio"/> Lithuania	<input checked="" type="radio"/> Spain
<input checked="" type="radio"/> Finland	<input checked="" type="radio"/> Luxembourg	<input checked="" type="radio"/> Sweden
<input checked="" type="radio"/> France	<input checked="" type="radio"/> Malta	<input checked="" type="radio"/> United Kingdom

2. Select up to 4 other possible countries for the exchange

Please indicate other possible countries for the exchange : i Select up to 4 further countries as secondary choice.

<input type="checkbox"/> Austria	<input type="checkbox"/> Germany	<input type="checkbox"/> Netherlands
<input type="checkbox"/> Belgium	<input type="checkbox"/> Greece	<input type="checkbox"/> Poland
<input type="checkbox"/> Bulgaria	<input type="checkbox"/> Hungary	<input type="checkbox"/> Portugal
<input type="checkbox"/> Cyprus	<input type="checkbox"/> Ireland	<input type="checkbox"/> Romania
<input type="checkbox"/> Denmark	<input type="checkbox"/> Italy	<input type="checkbox"/> Slovakia
<input type="checkbox"/> Czech Republic	<input type="checkbox"/> Latvia	<input type="checkbox"/> Slovenia
<input type="checkbox"/> Estonia	<input type="checkbox"/> Lithuania	<input type="checkbox"/> Spain
<input type="checkbox"/> Finland	<input type="checkbox"/> Luxembourg	<input type="checkbox"/> Sweden
<input type="checkbox"/> France	<input type="checkbox"/> Malta	<input type="checkbox"/> United Kingdom

3. Click “next “

Duration and period of the exchange period

In this section, you should mention the maximum number of months you can host a New Entrepreneur and the periods where you are available for the exchange. This information is of utmost importance in the search for a suitable New Entrepreneur.

1. Specify your preferred duration

The exchange should last between one month and six months and needs to be completed within an overall time span of twelve months. Within this time span, the stay may be divided into a number of shorter time slots (minimum: one week per slot).

* Please specify your preferred length of the exchange (in months) : [i](#)

1

2

3

4

5

6

2. Specify your preferred periods for the exchange

The more flexible you are, the greater the possibilities of forging suitable relationships you have.

* Please specify the months in which you will be available for the exchange [i](#)

[\[Select all\]](#) [\[Reset\]](#)

<input type="checkbox"/> April 2009	<input type="checkbox"/> September 2009	<input type="checkbox"/> February 2010
<input type="checkbox"/> May 2009	<input type="checkbox"/> October 2009	<input type="checkbox"/> March 2010
<input type="checkbox"/> June 2009	<input type="checkbox"/> November 2009	<input type="checkbox"/> April 2010
<input type="checkbox"/> July 2009	<input type="checkbox"/> December 2009	<input type="checkbox"/> May 2010
<input type="checkbox"/> August 2009	<input type="checkbox"/> January 2010	<input type="checkbox"/> June 2010

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3. Click “next “

Selection of intermediary organisation and submission

More than 100 intermediary organisations have been selected to run the programme across 21 EU countries. They generally operate on national or regional level, supporting New Entrepreneurs and Host Entrepreneurs by finding the best matches, facilitating contact, following the relationships before the beginning of the stay abroad and acting as guide and contact throughout the exchange. They also offer local assistance to visiting New Entrepreneurs (regarding housing, transport, insurance, etc.) during their stay with the Host Entrepreneurs.

In this section, you have to select one of the intermediary organisations active in your country or region of origin. If you live in an EU country with no intermediary organisation, you can address one of the 100 intermediary organisations located in other countries. You will find more information about the intermediary organisations involved in the programme at <http://www.erasmus-entrepreneurs.eu/page.php?cid=05>

1. Select the country of your intermediary organisation (i.e. normally your country).

*** Please select a country :**

Please select ▼

2. Choose your intermediary organisation.

*** Please select an IO :** ⓘ

Please select ▼

3. The question below allows you to choose the degree of visibility of your data in the online catalog, which gathers all accepted applications and which is used to search for a business partner. If you do not wish to be contacted directly by a New Entrepreneur or do not want to have your profile included in the online catalogue, you must select option 2 or 3.

*** Visibility of your data in the online catalog :** ⓘ

1= all information generally available
 2= my profile should be generally available but contacts should be made through my IO
 3= my profile should not be generally available

4. The question below will help us to better promote the programme in the future.

How did you hear about the programme? :

- Website
- Press
- Radio
- TV
- Intermediary Organisation
- Other

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STEP 3 – Confirm your registration

Your registration form is now completed. You can press the [Submit](#) button.

Please note that your application will be submitted only if you have duly completed all mandatory fields. If you have any difficulties answering a question, you can skip it and come back to it later by clicking on “Next page” or “Previous page”

Once your application is submitted, you will receive an automatic email from the Erasmus for Young Entrepreneurs Support Office requesting that you confirm your application to the programme by clicking the link provided in the e-mail message. This confirmation is mandatory in order to ensure that you are the author of the application. **If you do not confirm, your application will not be considered as valid and thus, it will not be processed.**

A second e-mail will be sent to you upon confirmation of your application. It will contain your individual login name and password to access your application, in case you want to modify some of the information provided.

Your application will then be processed by your chosen intermediary organisation for validation. Your intermediary organisation has 2 weeks to check your application and may contact you if additional information is needed.

Once your application has been accepted by your intermediary organisation, your profile will be included in the online catalog of approved candidates. The catalog is only accessible to the intermediary organisations, the accepted Host Entrepreneurs and the accepted New Entrepreneurs, except when indicated otherwise.

You will receive a third e-mail informing you that you have been accepted in the Erasmus for Young Entrepreneurs programme and giving you access to the online catalog and the User's guide for finding a suitable business partner. Your intermediary organisation will also contact you shortly after to organise the exchange.

STEP 4 – Advice and assistance

Please contact your intermediary organisation for any further queries you may have about the registration process and/or about the programme. The list of intermediary organisations is available at <http://www.erasmus-entrepreneurs.eu/page.php?cid=05>.

More details about the programme are available [here](#).

For further general questions, you can contact the Support Office:

Ms Typhaine Beauperin & Ms Habla Mihoub
Erasmus for Young Entrepreneurs Support Office

c/o EUROCHAMBRES

Avenue des Arts, 19 A/D

B-1000 Brussels, Belgium

Tel: +32 (0)2 282 08 73 - Fax: +32 (0)2 280 01 91

Email: support@erasmus-entrepreneurs.eu