MT+ KA2 Multiplier Events

This page explains how to manage the list of **Multiplier Events** in Mobility Tool+.

Multiplier Events are national and transnational conferences, seminars and other events organised with the purpose of disseminating the intellectual outputs produced by the project. The costs incurred in the organisation of such multiplier events can be financially supported.

ⓘ **Information**

Support for Multiplier Events is provided only if they stand in direct relation to the Intellectual Outputs of the project. A project without grant support for Intellectual Outputs cannot receive support for organising Multiplier Events.

Steps

1. Access the "Multiplier Events" tab

Click on the **Multiplier Events** tab in your project.

2. The "Multiplier Events" screen

The list of **Multiplier Events** is displayed. Existing items can be edited or deleted, and new ones can be added.

The list shows all **Multiplier Events** which have been recorded in the National Agency Project Management System, but does not contain all details. These already existing **Multiplier Events** must be edited in order to add the costs and number of participants.

The following elements are available in the Multiplier Events screen:

1. **Search** bar: to search for a specific event.
2. **List of Multiplier Events**: displays the list of Multiplier Events as defined in the grant agreement or through an amendment and transferred from the National Agency Project Management System to Mobility Tool+. Those Multiplier Events will not contain all required details and must be updated in Mobility Tool+. Multiplier Events added manually will also display here.
3. **+Create button:** to add Multiplier Events to the project.
4. **Approved budget (by National Agency)**: displays the granted amount to be consulted at any time.

Additional information on the list functionalities in Mobility Tool+ is available under MT+ List functionality .

> ⚠️ **Take note**
>
> The maximum allowed amount for all **Multiplier Events** within a project is 30,000€.

3. Click the "+Create" button

To add a **new Multiplier Event** that was not defined in the grant agreement, click on the **+Create** button.

> ⓘ **Information**
>
> At least one Intellectual Output must be selected per Multiplier Event. Therefore it is necessary to fill in the **Intellectual Outputs** tab first.
>
> For school-to-school projects, only **Multiplier Events** for the beneficiary organisation can be created.

Multiplier Events

⊕ Create

	Event Identification	Event Title	Start Date	End Date	Country of Venue	Grant Rate per Local Participant	Grant Rate per International Participant	Total (Calculated)			
○	E1	Event ABC	15/09/2019	25/09/2019	Poland				▤	✏	🗑
○	E2	Event DEF	05/11/2019	15/11/2019	France				▤	✏	🗑
Total								**0,00 €**			

Search in 2 records

⊙ selection | ⬇ export | ○ bulk operations

4. Fill in the event details

Complete the details as applicable for the event. All mandatory fields are marked with the orange **value required** label.

For **Multiplier Events** that are not automatically transferred from the National Agency Project Management System, select an available **Event Identification** code from the drop-down list. All codes ranging from E1 to E999 are listed, but if you cannot select one it is because the code is already assigned to an existing event - please check against the Event Identification column in the Multiplier Events list.

The **Start/End dates** for an event must always be within the project duration as specified in the project **Details** tab and displayed as **Project Duration** timeline in this screen. By default, when creating a new Multiplier Event, the Start/End date of the event are set to the project start/end dates. Adjust the **Start/End dates** of the event if necessary.

To save the data, click the **Save** button.

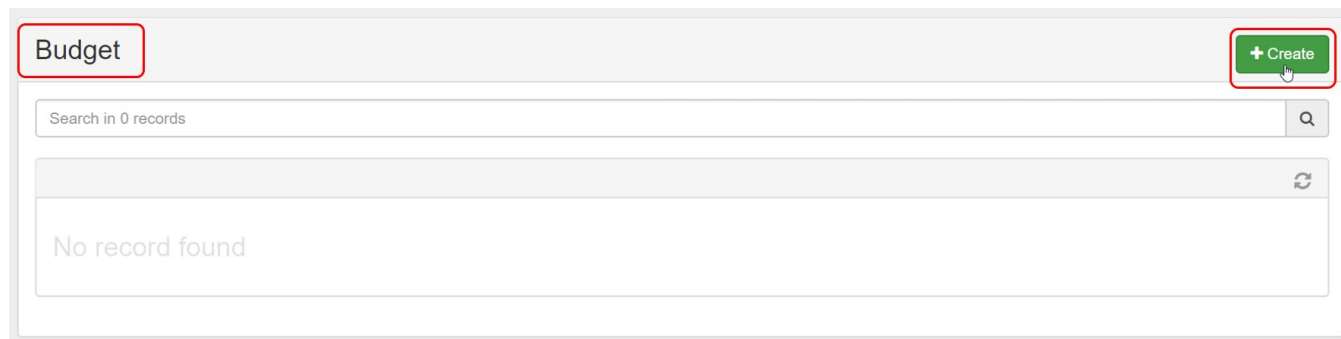For information on the **Force Majeure** check box, please see below.

5. Create the event "Budget"

5.1. Click the "+Create" button

In order to create the **Budget** for the event, click on the **+Create** button in the newly displayed **Budget** section.

5.2. Fill in the budget details and save

Funding is provided to cover costs linked to:

> *"...national and transnational conferences, seminars, events sharing and disseminating the intellectual outputs realised by the project (**excluding costs for travel and subsistence of representatives of participating organisations involved in the project**)."*
>
> *Erasmus+ Programme Guide Online*

Select the **Organisation** organising the event from the available drop-down list. Provide the number of **Local Participants** and the number of **International Participants**. The Grant Rate per Local Participant, Grant Rate per International Participant and Totals fields will be updated automatically. The participants are usually external to the organisation and the unit rates are not linked to the organisation, but rather depend on where the participant is coming from:

- unit cost for participants that have a residence in the country where the event is taking place is lower
- unit cost for participants that come from a different country is higher

Note: For cases of **Force Majeure**, please see below.

Check the box **Leading?** if the organisation selected is the leading organisation for this event. One and only one organisation **must** be flagged as **leading** within each Multiplier Event.

Click on the **Save** button once all information is provided.

The event **Activity** screen opens. The **Budget list** now displays the budget information entered for the organisation.

You can create additional budget items for other participating organisations for the same event as explained above. You can only create one budget item per organisation and per event.

back to list Multiplier Events

Activity

☑ Edit

Event Identification
E3 ▾

Event Title
Event GHI

Country of Venue
Poland ▾

Description of the multiplier event (Please provide detailed information in particular on how the multiplier events supported sharing and dissemination of the produced intellectual outputs, the target audience and the outcome. In case there is a difference between what was planned and what was implemented, please explain why)

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Intellectual Outputs Covered
O3 - Toolkit ✕   O1 - Course Development & Design ✕

Project Duration   01/09/2019   31/07/2022

Start Date
01/06/2020

End Date
11/06/2020

Force Majeure ?
☐

Budget

✚ Create

Search in 1 records   🔍

⊙ selection   ⬇ export   ⟳ bulk operations   ⟳

⠿	Organisation	Leading?	Country of Organisation	Grant Rate per Local Participant	Total Grant for Local Participants	Grant Rate per International Participant	Total Grant for International Participants	Total (Calculated)			
○	EAC TRAIN Organisation 3	✔	Poland	100,00 €	500,00 €	200,00 €	1.000,00 €	1.500,00 €	🖬	✏	🗑
Total					**500,00 €**		**1.000,00 €**	**1.500,00 €**			

| 10 | **25** | 50 | 100 | « **1** »

5.3. Edit or Delete a Budget item

Click on the **Edit** icon to modify a budget item.

To delete, click on the **Delete** icon and confirm the deletion.

Budget

+ Create

Search in 1 records

⊙ selection | ⬇ export | ◯ bulk operations

Edit

	Organisation	Leading?	Country of Organisation	Grant Rate per Local Participant	Total Grant for Local Participants	Grant Rate per International Participant	Total Grant for International Participants	
◯	EAC TRAIN Organisation 3	✔	Poland	100,00 €	500,00 €	200,00 €	1.000,00 €	1.500,00 €
Total					**500,00 €**		**1.000,00 €**	**1.500,00 €**

Budget

+ Create

Search in 1 records

⊙ selection | ⬇ export | ◯ bulk operations

Delete

	Organisation	Leading?	Country of Organisation	Grant Rate per Local Participant	Total Grant for Local Participants	Grant Rate per International Participant	Total Grant for International Participants	(Ca...
◯	EAC TRAIN Organisation 3	✔	Poland	100,00 €	500,00 €	200,00 €	1.000,00 €	1.500,00 €
Total					**500,00 €**		**1.000,00 €**	**1.500,00 €**

| 10 | 25 | 50 | 100 | | « | 1 | » |

6. Click on "Back to list"

Click on **Back to list** to return to the list of events. The newly added event is now displayed in the list.

Follow the instructions above to add more events if required.

	back to list	Multiplier Events

Activity

Event Identification: E3   **Event Title:** Event GHI

Budget

Nothing to save

Organisation	Leading?	Country of Organisation
EAC TRAIN Organisation 3 ▾	✔	Poland ▾

Multiplier Events

+ Create

Search in 3 records   🔍

⊕ selection   ⬇ export   ⟳ bulk operations   ↻

	Event Identification	Event Title	Start Date	End Date	Country of Venue	Grant Rate per Local Participant	Grant Rate per International Participant	Total (Calculated)			
○	E1	Event ABC	15/09/2019	25/09/2019	Poland				📋	✏	🗑
○	E2	Event DEF	05/11/2019	15/11/2019	France				📋	✏	🗑
○	E3	Event GHI	01/06/2020	11/06/2020	Poland	100,00 €	200,00 €	1.500,00 €	📋	✏	🗑
Total								**1.500,00 €**			

10	25	50	100		«	1	»

7. Edit or Delete a Multiplier Event

To edit an event, click the **Edit** icon.

To delete an event, click on the **Delete** icon and confirm deletion.

8. Force Majeure

If the **Force Majeure** box is checked in the Multiplier Events Activity the comment field **Force Majeure Explanations** becomes available and must be completed. The justifications for indicating the activity as Force Majeure must be added here.

In the **Budget** item details related to the multiplier event flagged as **Force Majeure**, the **Total Grant** fields for local and international participants become editable. These values can now be adjusted.

9. "COVID-19 affected" flag

Multiplier Events having an **end date within 2020**, the **Force Majeure flag checked** in the Multiplier Events Activity form, and for which the provided **Force Majeure Explanations** contain keywords such as "corona" or "covid" will automatically have the "COVID-19 affected" flag set.

To indicate a Multiplier Event as **COVID-19 affected:**

1. The **end date** of the Multiplier Event has to be in 2020.
2. Tick the **Force Majeure ?** check box in the Multiplier Events Activity form.
3. Add an explanatory comment including the word "covid" or "corona".
4. Note that the **Covid-19 affected** flag is checked automatically as conditions 1-3 are fulfilled.

In the **Budget** section of the Multiplier Event flagged as **Force Majeure**, the **Total Grant** fields for local and international participants become editable. These values can now be adjusted.

For additional information and guidance on **Force Majeure due to COVID-19**, please see **MT+ Force majeure guidance due to Coronavirus.**

Related articles

- MT+ Force majeure guidance due to Coronavirus
- MT+ How to manage organisations for KA2 projects
- MT+ KA1 and KA2 Project Log
- MT+ KA2 Budget
- MT+ KA2 Force Majeure
- MT+ KA2 How to complete and submit the final beneficiary report
- MT+ KA2 Intellectual Outputs
- MT+ KA2 Learning, Teaching and Training Activities
- MT+ KA2 Multiplier Events
- MT+ KA2 Overview of virtual and blended activities
- MT+ KA2 Project Management and Implementation
- MT+ KA2 Special Costs
- MT+ KA2 Transnational Project Meetings
- MT+ KA2 Travel Grant - 2017 (LTT Activities)
- MT+ KA2 Validated and checked versions