PROPOSAL WRITING WORKSHOP
21st June 2023

The proposal writing course will focus on understanding and responding to an ESA ITT based on the **EXPRO** standard package. Participants will be taught how to analyse and understand a *Statement of Work* (SoW) and compile a proposal addressing it.

An example SoW will be distributed to the participants one week before the workshop, together with an empty proposal template. They are expected to read through the SoW and familiarize with the empty proposal template, in order to get an idea of the difficulties they are likely to face while writing a proposal.

The participants will be asked to compile a specific section of the proposal and submit it prior to the workshop or bring on the day of the workshop. A selection of the submissions will be analysed during the workshop and compared to the 'example' proposal, bringing out main aspects that would be downmarked by the ESA Tender Evaluation Board.

The 'example' proposal responding to the SoW will then be presented and analysed in detail by an ESA instructor. The exercise will highlight all the required elements that are expected to be present in an ESA proposal and the potential pitfalls, while providing an understanding on how to navigate around and address potential inconsistencies or open points in the SoW.

AGENDA
The Proposal writing workshop will take place on the at the premises of the Faculty of Electrical Engineering and Informatics, Slovak University of Technology in Bratislava, 7th floor, block E. Ilkovičova 3, 812 19 Bratislava.

Schedule:

08:30 - 09:00 *Registration*
09:00 - 09:30 Overview of the ITT process
09:30 - 10:30 Overview of the Statement of Work
10:30 - 11:00 *Coffee Break*
11:00 - 13:00 Practical part: Addressing the Proposal (1/2)
13:00 - 14:00 *Lunch Break*
14:00 - 16:00 Practical part: Addressing the Proposal (2/2)

What to bring
It is highly recommended to bring laptops and writing material for the practical tasks and filled proposal template delivered to participants one week prior the workshop.