



<https://avarts.ionio.gr/memory-greece-italy/>

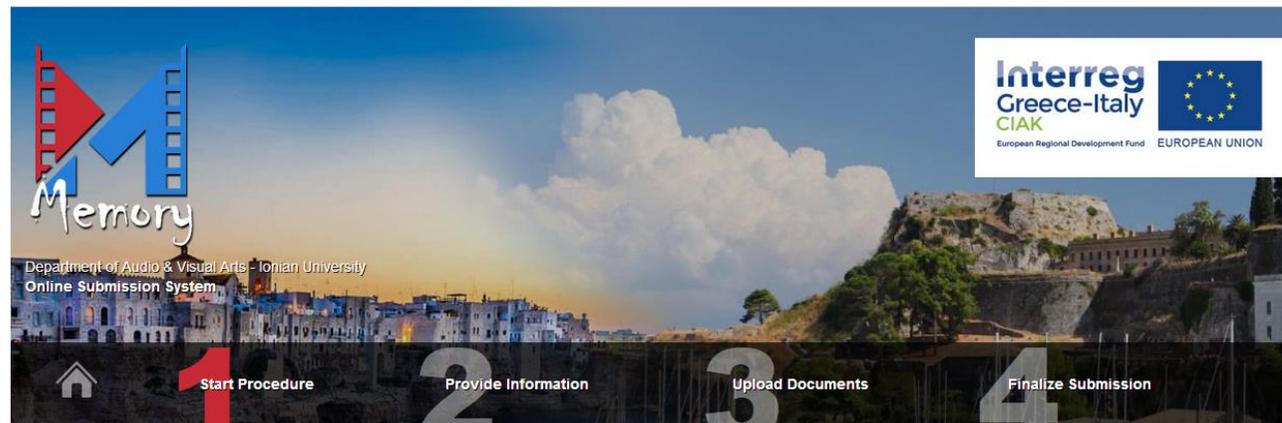
### Guide for Online Submission System

*For “Common Initiatives to AcKnowledge and valorize tourism potential of the programme area through cinema” (CIAK) Project*

#### General Instructions:

- The submission process consists of four (4) steps:
  1. Start Procedure
  2. Provide Information
  3. Upload Documents
  4. Finalize Submission
- To proceed to each next step, you must have completed the previous one. If you do not follow the linear process, the system will not let you proceed.
- During the process, you can go back to previous steps, except for Step 1.
- In all steps, the data you have entered up to that point are temporary saved and you can stop the process without risking losing them. If for any reason you go back to Complete Temporary Submission (see page 14 of the Guide), your data will be available.

- When Step 1 is completed, you will receive an email with the Submission Identifier, which is unique and should be kept until the process is completed. If you do not complete your submission on your first visit, you can return and enter the Submission Identifier on the first screen of the application, along with filling in the corresponding field of Economic Operator VAT after you have selected the FINALIZE TEMPORARY SUBMISSION link to continue the process.
- In all the steps, on the left down corner, you can cancel the process and return to Step 1 where you have the option, after the appropriate warning (Figure 1), to delete the items you have already entered and restart the process.



### 1. Start Procedure

I wish to restart the procedure and I fully understand that any information I have provided and saved will be permanently deleted

Restart Procedure

Figure 1

## 1. START PROCEDURE

By selecting "START SUBMISSION PROCEDURE" (Figure 2), you will be transferred to Step 1 Start Procedure (Figure 3). In this step, you should fill in your Economic Operator VAT, Email, and Captcha as it appears in the image below Email. All fields are required.

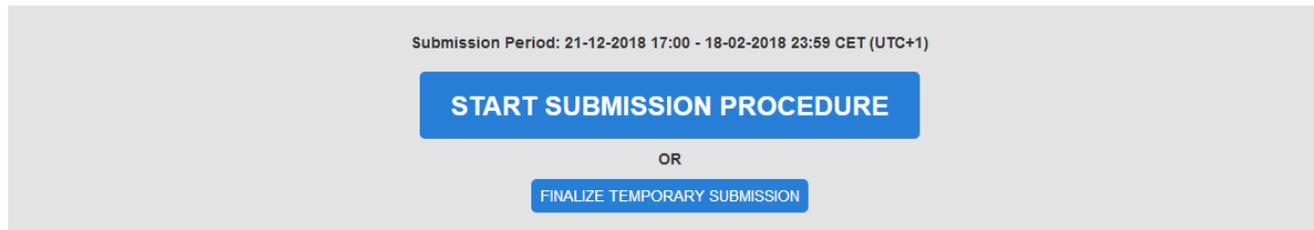


Figure 2

### 1. Start Procedure

All fields are required

Economic Operator VAT   
(only numbers and letters without spaces)

Email



[\[Get New Code\]](#)

\* Code: Fill in the code as it appears in the image

Figure 3

After making sure that you have completed all the fields correctly (Figure 4), pressing Save and continue to step 2 will take you to Step 2 Provide Information. By clicking Cancel, the data you have entered in the fields will be cleared and you will need to re-enter them. If you have forgotten a field, the system will not let you proceed by displaying the message shown in Figure 5.

## 1. Start Procedure

All fields are required

Economic Operator VAT   
(only numbers and letters without spaces)

Email



[\[Get New Code\]](#)

\* Code: Fill in the code as it appears in the image

[Save and continue to step 2](#)

[Cancel](#)

Figure 4

The screenshot shows a web interface with a navigation bar at the top. On the left, there is a home icon and a 'Start Procedure' button. On the right, there is a 'Finalize Submission' button. Below the navigation bar, there is a message in Greek: 'Ο ιστότοπος avarts.ionio.gr λείει' (The website avarts.ionio.gr is down) and 'The following errors occurred: Email: Empty field'. A blue 'OK' button is positioned below the error message. Below this, the heading '1. Start Procedure' is displayed. The main form area contains the text 'All fields are required'. There are three input fields: 'Economic Operator VAT (only numbers and letters without spaces)' with the value 'AB9898', an empty 'Email' field, and a CAPTCHA image showing the number '166991'. Below the CAPTCHA is a '[Get New Code]' link and a note: '\* Code: Fill in the code as it appears in the image'. A text input field below the note contains the value '166991'. At the bottom of the form, there are two buttons: 'Save and continue to step 2' (highlighted in black) and 'Cancel' (greyed out).

Figure 5

At the same time you will receive an e-mail at the email address you have entered entitled: CIAK - Temporary Submission (Figure 6). This e-mail includes the Submission Identifier you will need if you do not complete your submission on your first visit and instructions.

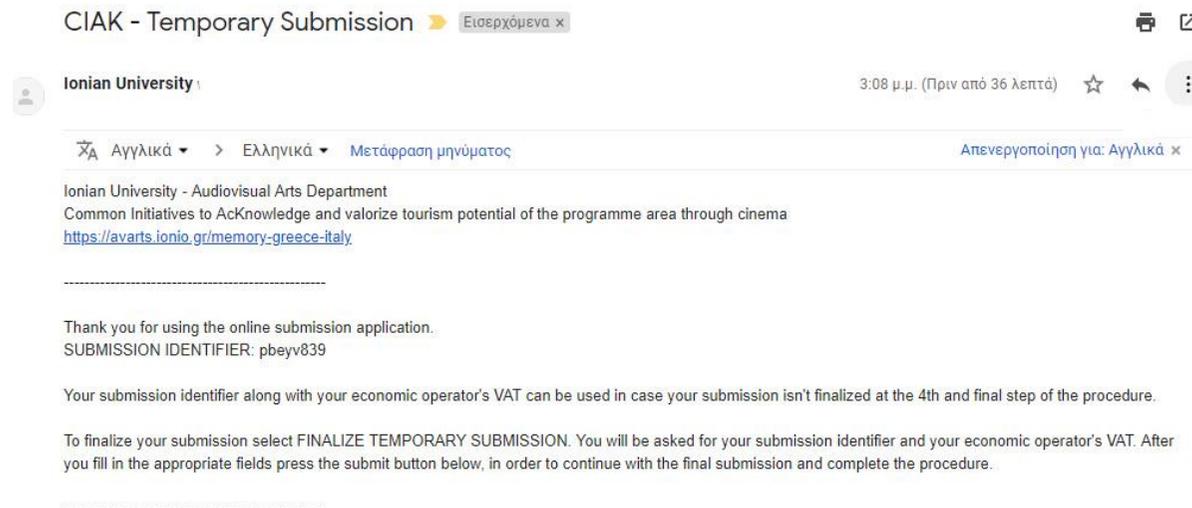
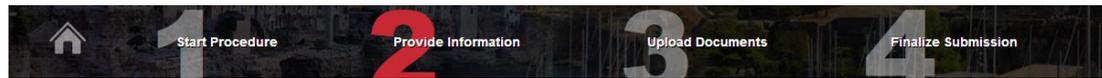


Figure 6

## 2. Provide Information

***\* The information you provide in this section is automatically included in your online application. \****

After completing Step 1, you continue with Step 2 (Figure 7) where you should enter all the required information (Economic Operator, Director Surname, Director Name, Director's Date of Birth and Director's Place of Origin. For entering the Director's Date of Birth you should click on the little calendar right next to the field and select the date.



## 2. Provide Information

All information submitted up until this step have been temporarily saved and will be available in case you wish to continue this procedure later. Your registration number for connecting and recovering your information is **id6u3101** and has already been sent to the specified email [[Disconnect](#)]

All Fields are Required

Economic Operator	<input type="text" value="T1"/>
Director Surname	<input type="text" value="T2"/>
Director Name	<input type="text" value="T3"/>
Director Date of Birth	<input type="text" value="02-01-1984"/>
Director Place of Origin	<input type="text" value="Epirus"/>

[CANCEL SUBMISSION](#)

Figure 7

By completing all the fields and pressing Save and continue to step 3, you continue to step 3.

## 3. Upload Documents

In Step 3, you have to attach the necessary documents for your submission. Clicking File Select will open a new screen where you will see your computer files and you will be able to select the file you want (Figure 8).

**Only PDF files are acceptable. Maximum file size is 6MB.**

Required supporting documents:

- **Application Form (Annex 1).** You have to download the template that is available at the top of the page and after filling in and scan it, attach it to the appropriate field.
- **Company profile (curriculum) of the economic operator**
- **Curriculum vitae of producer**
- **Copy of a valid identity document of the legal representative of the economic operator**
- **Original script** (minimum 5 pages)
- **Director's notes** (i.e. director's report clarifying visual, aesthetic and artistic aspects of project implementation as a supplement to what is already reported in the script)
- **Productions notes** (i.e. producer's report examining the implementation aspects of the project specifying the work approach and eventual solutions to face eventual difficulties inherent in the project)
- **Curriculum vitae of the director** highlighting the educational background with reference to the cinema schools attended, filmography and eventual participation to festivals (a link to a showreel about what the director has eventually realised so far is encouraged)
- **Copy of a valid identity document of the director**
- **Total budget of the project** (respecting the rules laid down in art. 2), the total amount of the budget shall not exceed € 24.000,00 VAT excluded.

- **Economic proposal (Annex 2).** It should not include VAT but should include any other tax/fee and cannot be higher than €24.000 (VAT excluded and any other tax included). You have to download the template that is available at the top of the page and after filling in and scan it, attach it to the appropriate field.

**\*IMPORTANT NOTE: For the Annex 1 and 2 you will download a .doc file but you have to upload it as .pdf file\***

Templates for application form (Annex 1) and economic proposal (Annex 2)

  Application Form (Annex 1)   Economic Proposal (Annex 2)

Only PDF files are acceptable. Maximum file size is 6MB

Fields marked with a \* are required

\* Application Form (Annex 1):

Δεν επιλέχθηκ... ανένα αρχείο.

\* Company profile(curriculum) of the economic operator:

Δεν επιλέχθηκ... ανένα αρχείο.

Figure 8

Every document you upload is saved and it will still be available there if you decide to continue the process later.

Having selected a file for each required document and by clicking Save and continue to step 4, you proceed to Step 4 Finalize Submission.

If the files do not obey the rules - only .pdf files up to 6MB each, the system will show you an error message on the page explaining what's wrong (Figure 9).

The screenshot shows a web interface for uploading documents. At the top, there is a blue-bordered box containing the text "Templates for application form (Annex 1) and economic proposal (Annex 2)". Below this text are two buttons: "Application Form (Annex 1)" and "Economic Proposal (Annex 2)", each with a small icon of a document and a flag. Below the buttons is a red banner with the text "ATTENTION! Not all files where uploaded successfully. Please correct the errors that appear next to the corresponding fields." Below the banner, the text "Only PDF files are acceptable. Maximum file size is 6MB" is displayed. Below this, the text "Fields marked with a \* are required" is shown. At the bottom, there is a form field labeled "\* Application Form (Annex 1):". The field contains the text "Επιλογή αρχείου" and "Δεν επιλέχθηκ...ανένα αρχείο." To the right of the field, there is a red button with the text "Wrong file type".

Figure 9

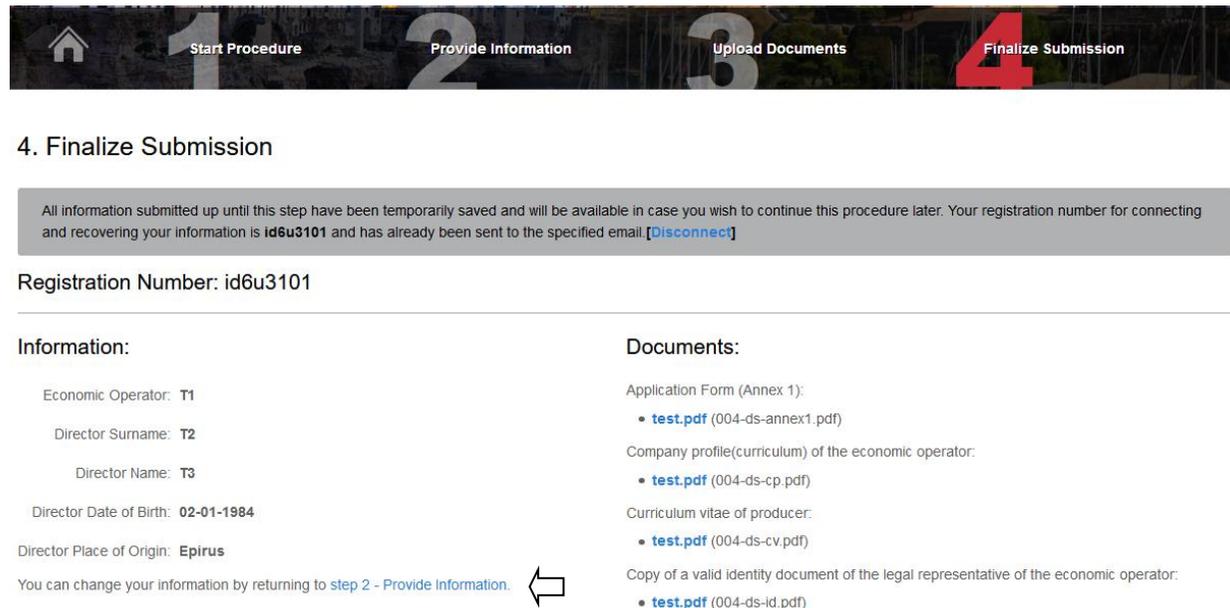
When files are uploaded successfully and no error message is displayed, you can continue the process properly.

#### 4. Finalize Submission

Step 4 shows you all the information you have submitted to the previous steps, registration number, information and supporting documents (Figure 10). Data are now saved. In this step there are links to check the uploaded files. If you want to make changes to the attachments, you can

go back to Step 3 Upload Documents. If you want to make changes to your information, you can return to Step 2 Provide Information (Figure 10).

Afterwards you should confirm that all information and documents provided are true (at the bottom of the screen) and click Final Submission (Figure 11).



1 Start Procedure 2 Provide Information 3 Upload Documents 4 Finalize Submission

#### 4. Finalize Submission

All information submitted up until this step have been temporarily saved and will be available in case you wish to continue this procedure later. Your registration number for connecting and recovering your information is **id6u3101** and has already been sent to the specified email. [\[Disconnect\]](#)

Registration Number: id6u3101

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**Information:**

Economic Operator: **T1**

Director Surname: **T2**

Director Name: **T3**

Director Date of Birth: **02-01-1984**

Director Place of Origin: **Epirus**

You can change your information by returning to [step 2 - Provide Information](#). ←

**Documents:**

Application Form (Annex 1):

- [test.pdf](#) (004-ds-annex1.pdf)

Company profile(curriculum) of the economic operator:

- [test.pdf](#) (004-ds-cp.pdf)

Curriculum vitae of producer:

- [test.pdf](#) (004-ds-cv.pdf)

Copy of a valid identity document of the legal representative of the economic operator:

- [test.pdf](#) (004-ds-id.pdf)

Figure 10

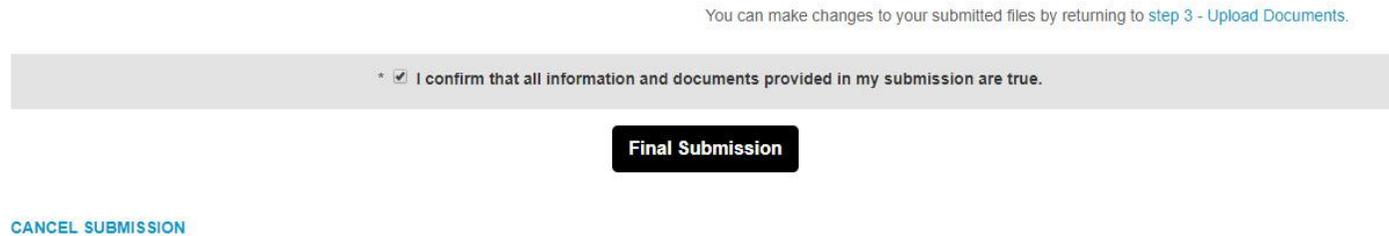


Figure 11

### **FINALIZE SUBMISSION**

By selecting "I confirm that all information and documents provided are true" and click Final Submission you will receive the following message in a green box (Figure 12): Your application has been successfully completed. Thank you. You will also receive an email, concerning the successful submission of your application (subject: CIAK - Completed Submission). At this point you have successfully completed your application process and your details can not be changed.

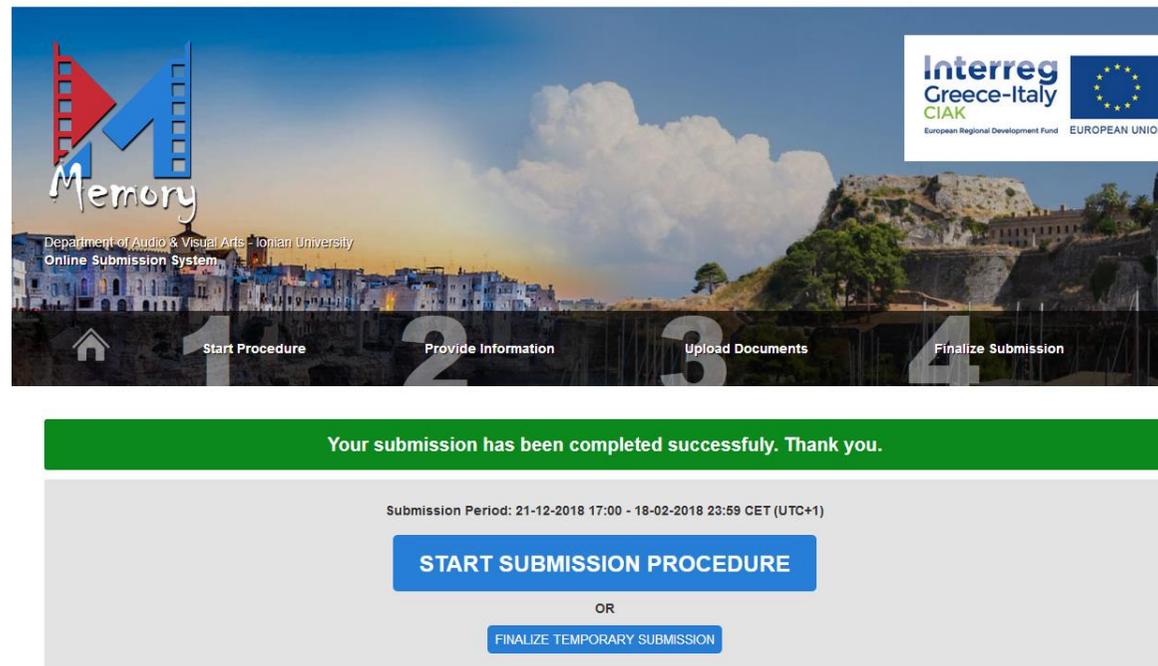


Figure 12

**NOTE:** If you do not choose Final Submission, the details and supporting documents you have submitted are saved and you can return with the Submission Identifier you received in your e-mail and Economic Operator VAT for changes. The process is not finalized.

### **FINALIZE TEMPORARY SUBMISSION**

To finalize the Temporary Submission, you should visit the following link <https://avarts.ionio.gr/memory-greece-italy/>. Then you should select FINALIZE TEMPORARY SUBMISSION and after you fill in the Economic Operator VAT AND Submission Identifier, click Submit (Figure 13) and proceed to Step 2. At this point you can make changes and proceed to Final Submission.

## START SUBMISSION PROCEDURE

OR

FINALIZE TEMPORARY SUBMISSION

\* Economic Operator VAT:

\* Submission Identifier:

Submit