Technology Offer Template

The following table is a template for drafting a Technology Offer. The entries in this form will be moved to a digital version, which you will receive to check and complete. Afterwards it can be published in the Partnering Opportunities Database (POD) of the EEN. There is also an online form for this template. If you prefer the online form and/or if you need further assistance, please contact one of the following persons:

* Kevin Wilke, Phone: +49 (0)89 9901 888-173, E-Mail: [wilke@bayfor.org](mailto:wilke@bayfor.org)
* Your personal contact at BayFOR

**Please note:**

* Please fill in as much as possible.
* Fields marked with asterisk (\*) are mandatory
* Fields that can be ticked should only have one selection when drafting the profile unless specified under the field title.
* Follow the general rules mentioned on the next page, but also the specific hints and comments regarding the different fields.

**General rules:**

* **Keep it clear and concise!** Target the generalists/non-specialists and avoid jargon. Explain acronyms and abbreviations (except common ones).
* **Check spelling and grammar!** Avoid unnecessary use of capital letters.
* **Make sure that the profile is consistent**
* **Profiles should be anonymous!** No brand, company, organisation, trade names. No patent numbers or patent titles.
* **Avoid repetitions**, especially in the title, summary and description!
* **Avoid marketing speak!**
* **Write a profile in the third person**! No use of "we, our, you, your".

**Details**

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| --- | --- |
| Field | To be completed |
| Internal Reference | To be completed by BayFOR |
| Title \*  (max. 255 characters) | *Insert your text here.*   * ***Clear and self-explanatory for non-experts*** *in the technology or application field* * ***Highlight the technology/know-how*** *on offer* |
| Summary \*  (max. 500 characters) | *Insert your text here.*  ***Very important field****, provide a* ***clear and complete overview*** *of the entire profile!*  *Follow the following structure:*   1. *About your company/institution:*  * *Where is your company/institution from? (****country of origin****)* * *What* ***kind of organisation*** *is offering the technology (university/company/research institution)?* * *What is the* ***activity field*** *of your company/institution?*  1. *About the technology:*  * *What is the* ***innovative technology****?* * *What can the technology* ***be used for****?* * *What is the* ***main advantage/innovation*** *of the technology?* * *What is the* ***stage of development*** *of the technology? (if relevant)*  1. *About the cooperation form:*  * *What type of deal(s)/partnership(s) is/are sought?* ***Specify all selected types of partnership*** *(see field “Type of Partnership Considered”), max. 1-3 cooperation types*  1. ***If ≤ 5 target countries****: Specify the countries.* |
| Description \*  (100-4000 characters) | *Insert your text here.*  ***Clear outline*** *of the* ***background****, the* ***activties****, the* ***offer*** *of the company/institution and how an* ***international cooperation*** *is envisaged! Attach a picture or drawing to the description field if possible (see field “Attachments”).*  *Follow the following structure:*   1. *The company/institution and its background (short):*  * ***Country of origin*** * ***Field of activity*** * ***Particular expertise or know-how*** * *Any additional relevant information (e.g. short company history, position in the market, previous experiences with international cooperation, etc.)*  1. *The technology on offer:*  * *Describe* ***the problem that this technology will address*** *and shortly outline the* ***“state of the art”*** *(i.e. the existing technology solutions and approaches to this problem).* * ***Describe the technology offered****: indicate clearly what the use would be (****application fields****), its* ***main features and technical aspects*** *(no secret details!) and the* ***stage of development****.* * *Quantitative data and pictures if possible.* * *Indicate the* ***innovative aspects****. Only highlight the main innovative aspects which you can later elaborate (see field “Advantages and Innovations”).*  1. *The desired cooperation type:*  * ***All selected types of partnership*** *should be explained, not simply stated.* * *Try to* ***explain for each requested type****:* ***Why****? What would be the* ***desired outcome*** *of the international partnership?* ***How*** *is the international cooperation envisaged (long term commitment and the practical organisation of the cooperation)?* |
| Advantages and Innovations \*  (50-2000 characters) | *Insert your text here.*   * *Use of a* ***bullet list*** *is helpful.* * *Explain the advantages and/or innovations* ***in more detail****.* * ***Compare*** *with other existing products, methods, services, processes etc.* * ***Avoid generalities*** *such as "best" or "unique"* * *Back up the information with* ***quantitative data*** *if possible* |
| Stage of Development \*  (Select only 1 field) | *Already on the market*  *Available for demonstration*  *Concept Stage*  *Field Tested / Evaluated*  *Project Already Started*  *Project in Negotiations - Urgent*  *Proposal under development*  *Prototype available for demonstration*  *Under development / lab tested* |
| Comments regarding Stage of Development  (max. 2000 characters) | *Insert your text here.* |
| IPR Status \*  (Multiple fields can be selected) | *Copyright*  *Design Rights*  *Exclusive Rights*  *Other (registered design, plant variety, etc.)*  *Patent(s) applied for but not yet granted*  *Patents granted*  *Secret Know-how*  *Trade Marks* |
| Comments Regarding IPR Status  (max. 2000 characters) | *Insert your text here.*   * ***Optionally****: more details about the IPR status.* * *Provide information regarding the key countries or territories for which protection has been granted or applied when the following IPR fields have been selected:* * *Design rights* * *Patent(s) applied for but not yet granted* * *Granted patent* * *Trademarks*   *If “Other” is selected, please clarify what this is in the comments field.* |

**Dissemination**

|  |  |
| --- | --- |
| Field | To be completed |
| Technology Keywords \*  (max. 5) | To be completed by BayFOR |
| Market Keywords \*  (max. 5) | To be completed by BayFOR |
| Relevant Sector Groups | * *Indicate which sector group(s) the offer may be interesting for.* * *This field should* ***only be completed if there is a sector group which is relevant to your offer****.*   *Aeronautics & space*  *Agrofood*  *Automotive, transport and logistics*  *Bio Chem Tech*  *Creative Industries*  *Environment*  *Healthcare*  *ICT Industry and Services*  *Intelligent Energy*  *Maritime Industry and Services*  *Materials*  *Nano – and Microtechnologies*  *Services and Retail*  *Sustainable Construction*  *Textile and Fashion*  *Tourism and Cultural Heritage*  *Women entrepreneurship* |
| Restrict Dissemination to specific countries | *Insert your text here.* |

**Company/Institution**

|  |  |
| --- | --- |
| Field | To be completed |
| Type and size of company/institution \*  (Select only 1 field) | *Industry SME <= 10*  *Industry SME 11-49*  *Industry SME 50 – 249*  *Industry 250-499*  *Industry >500*  *Industry MNE >500*  *Inventor*  *Other*  *R&D institution*  *University* |
| Year Established | *Insert your text here.* |
| NACE keywords  (max. 5) | To be completed by BayFOR |
| Turnover  (Euros – Millions) | *<1M*  *1-10M*  *10-20M*  *20-50M*  *50-100M*  *100-250M*  *250-500M*  *>500M* |
| Already engaged in transnational cooperation? | *Yes*  *No* |
| Additional Comments  (max. 4000 characters) | *Insert your text here.* |
| Certification Standards | *Insert your text here.* |
| Languages Spoken \* | *Insert your text here.* |
| Country of company/institution | *Insert your text here.* |

**Partner Sought**

|  |  |
| --- | --- |
| Field | To be completed |
| Type and Role of Partner Sought \*  (max. 4000 characters) | *Insert your text here.*  ***Very important****, specific information helps to address the right companies in their regions and create relevant EoIs!*  *For each of the selected cooperation type, please try to indicate the following information in relation to the desired partner:*   * ***Type****: describe the type of organisation sought (e.g. industry/academia).* * ***Activity****: describe the field of activity of the desired partner (e.g. pharmaceuticals, agrofood, etc.) and/or the qualities/expertise it should have.* * ***Role & Tasks****: describe what the partner will be expected to do (e.g. co-development of new drug).* |
| Type and Size of Partner Sought  (Multiple fields can be selected) | *SME < 10*  *SME 11-50*  *SME 51 – 250*  *251-500*  *>500*  *MNE >500*  *Inventor*  *R&D institution*  *University* |
| Type of Partnership Considered \*  (Multiple fields can be selected) | *Commercial agreement with technical assistance*  *Financial agreement*  *Joint venture agreement*  *License agreement*  *Manufacturing agreement*  *Research cooperation agreement*  *Services agreement*  *Technical cooperation agreement* |
| Attachments | Can be added in the POD |

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