



# CENTRO DE INCUBAÇÃO ATLÂNTICO

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## ATLÂNTICO BUSINESS SCHOOL

**Atlântico Incubation Center** is an Incubator of ideas and companies, which aims to promote portuguese and foreign entrepreneurial initiative in Portugal, through their support and follow-up, by providing means, infrastructures and specialized services that allow them to transform their innovative projects, or their business ideas, into business realities.

The Incubator also aims to promote interaction between the business environment and the educational, research and development institutions, to take advantage of synergies and complementarity that this implies.

### LOCALIZATION

**Atlântico Incubation Center** has two locations:

- in Vila Nova de Gaia (VNG) located in the iconic Heliântia Building in Valadares, an old sanatorium built at the beginning of the 20th century and overlooking the Atlantic Ocean.
- in Porto, the Incubation Center is in the heart of the city, near the well-known Rotunda da Boavista, in the office building of the Shopping Center Brasilia, Mouzinho de Albuquerque Square - 6th floor.

### PHYSICAL INCUBATION SPACES

The Atlântico Incubation Center has 24 individualized spaces with around 7 m<sup>2</sup> of usable area (average) for the installation of each company or entrepreneur, to be used exclusively within the scope of the hired incubation service, which include:

- Workstation furniture (desk, chair, drawer block, shelf)
- Internet access
- Electricity supply
- Cleaning services
- Access to common spaces of shared use

### SUPPORT SERVICES

The Incubation Center provides the Entrepreneur with several services that may or may not be included in the selected type of incubation modality, or that are subject to the price list in force or to a commercial proposal to be submitted for that purpose, which include:

- Technical guidance in the implementation and development phase of the business project
- Support for the company's creation
- Availability of meeting room(s)
- Basic secretarial services:
  - Public attendance
  - Telephone answering (general number)
  - Receiving written correspondence
  - Photocopying service



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- Cleaning services
- Specialized consultancy and services:
  - Management services
    - Support in defining/ consolidating the business model
    - Operational business management follow-up (including commercial management, financial planning, and management control)
    - Tutoring and management training
    - Accounting and tax services
  - Marketing services
    - Support in structuring the communication/marketing strategy
    - Support in the advertising of the activity, products, and services
    - Support in the structure/consolidation of an internationalization process
  - Legal advisory services
    - Legal advice and support
  - Development of products and services
    - Support for the digitisation of business processes
    - Support for the protection/appreciation of intellectual property rights
  - Access to finance
    - Support for applications to entrepreneurship and innovation programs
    - Support in contacting investors and financial entities



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## PRICE LIST

### Physical Incubation's Services

| Service                          | Description   | Price  |
|----------------------------------|---|--|
| Physical Incubation - co-working | <p>Domiciliation (registered office and tax office);</p> <p>Allocation of physical incubation space (co-working post) individualized and fixed (see Regulation);</p> <p>Internet access (Wi-Fi);</p> <p>Receive written correspondence;</p> <p>Public attendance and telephone answering (general number);</p> <p>Incubation Space cleaning services, twice a week;</p> <p>Use of common areas (bar, reception).</p> <p>Specialized services to support the incubated company/idea up to 4h/month (non-cumulative), by appointment. See overtime table.</p> <p>Meeting room up to 4h/month (non-cumulative), upon prior request and availability. Consult the overtime rental table.</p> <p>Access to photocopying, scanning, and printing service (see price list).</p> <p>30% discount on specialized support services for incubated companies/ideas, up to a maximum of 10h/month.</p> | 145€/per month   |
| Physical Incubation - offices    | <p>Domiciliation (registered office and tax office);</p> <p>Allocation of physical incubation space in an individualized or shared cabinet (see Regulation);</p> <p>Internet access (Wi-Fi);</p> <p>Receive written correspondence;</p> <p>Public attendance and telephone answering (general number);</p> <p>Cleaning services;</p> <p>Use of common areas (bar, reception).</p> <p>Access to photocopying, scanning, and printing service (see price list).</p> <p>Specialized services to support the incubated company/idea up to 4h/month (non-cumulative), by appointment. See overtime table.</p> <p>Meeting room up to 4h/month (non-cumulative), upon prior</p>  | By budget and according to the size of the allocated office. |



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|  |   |  |
|--|---|--|
|  | request and availability. Consult the overtime rental table.<br>30% discount on specialized support services for incubated companies/ideas, up to a maximum of 10h/month. |  |
|--|---|--|

\*VAT is added to the amounts presented at the current statutory rate.

### Virtual Incubation Services

| Services                   | Description  | Price                                 |
|----------------------------|--|---------------------------------------|
| Virtual Office             | Domiciliation (registered office and tax office);<br>Receive written correspondence with email notification;<br>25% discount on specialized support services for incubated companies/ideas, up to a maximum of 4h/month. | 15€/per month<br>or<br>150€/ per Year |
| Virtual and Digital Office | Virtual Office (see conditions);<br>Scanning and e-mailing received written correspondence.  | 20€/per month<br>or<br>200€/per Year  |
| Virtual Location           | Virtual and Digital Office (see conditions);<br>Meeting room up to 4h/month (not cumulative), upon prior request and availability;<br>Internet access (Wi-Fi) during meetings.   | 30€/per month<br>or<br>300€/per Year  |

### Specialized services in support of incubated businesses/ideas

| Space                   | Description   | Price hour |
|-------------------------|---|------------|
| Project Support Service | Technical guidance in the implementation and development phase of the idea or the start-up phase of the company.<br>Support for the creation of the company.                                  | 30€/hour   |
| Management Services     | Support in defining/ consolidating the business model.<br>Monitoring the operational management of the business (including commercial management, financial planning and management control). | 45€/hour   |



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|                                       |   |                                      |
|---------------------------------------|---|--------------------------------------|
|                                       | Tutoring and capacity building in management.   |                                      |
| Management Services                   | Accounting and tax services.  | According to the commercial proposal |
| Marketing Services                    | Support in structuring the communication/marketing strategy.<br>Support in the dissemination of the activity, products and services | 45€/hour                             |
| Legal Advisory Service                | Legal advice and support (does not include legal representation in litigation or court).  | 60€/hour                             |
| Development of products and services  | Support for the digitisation of business processes.<br>Support for the protection/appreciation of intellectual property rights.     | 45€/hour                             |
| Access to finance                     | Support for applications to entrepreneurship and innovation programs.<br>Support in contacting investors and financial entities.    | According to the commercial proposal |
| Internationalization Support Services | Support in the structure/consolidation of the internationalization process.   | 45€/hour                             |

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## Printing, Copying and Scanning Services

| Print/Copy | Modality     | Unit price* |
|------------|--------------|-------------|
| B/W        | Front        | 0,05 €      |
|            | Front & Back | 0,10 €      |
| Colour     | Front        | 0,10 €      |
|            | Front & Back | 0,20 €      |
| Scanning   | Per page     | 0,03 €      |

\* VAT is added to the amounts presented at the current statutory rate.

## Space Rental

| Space         | Description   | Price/hour                      |
|---------------|---|---------------------------------|
| Meeting Room  | Meeting room up to 6 people from 9:00 to 13:00 and from 14:00 to 18:00<br>(upon prior request and availability) | 10€/h<br>30€/4h<br>50€/day – 8h |
| Training room | Training room   | By budge                        |

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