

INFOPACK



#IVTEU'19

BRATISLAVA, SLOVAKIA
17-24 MARCH 2019

This project is funded by the European Union.



Youth for Equality



Erasmus+

Info-Pack for Participants

Youth Exchange “IVOTEU’19”

17-03-2019 to 24-03-2019

Bratislava, Slovakia

Financed by: Erasmus + KA1 - Learning Mobility of Individuals



Youth for Equality

“We are looking forward to hosting you for our IVOTEU’19 project that will take place from 17th to 24th of March, 2019 in Bratislava, Slovakia. Through your participation in this youth exchange you will get the chance to live in another country, get to know a new culture and a new language. You will meet new friends – within and beyond your Receiving Organization. You will carry experience and bring benefits to the local community and at the same time you will develop your own personal, social and professional skills. This Info-Pack will help you prepare for this IVOTEU’19 experience. It gives you important information about what you can expect from your Sending and Hosting Organization and what they can expect from you. With this regard, it is recommended that you go through and discuss the Info-Pack with the Erasmus+ coordinator of the Sending Organization. If you have any questions, please do not hesitate to contact us at: info@youthforequality.sk”

PROJECT PARTNERS

Zachodniopomorska Wojewódzka Komenda Ochotniczych Hufców Pracy w Szczecinie, Poland

Asociace TOM CR, TOM 21105 DUMANCI, Czech Republic

TOPLUMSAL KULTUR VE GELISIM DERNEGI, Turkey

JTF DSE Hungary

Youth for Equality, Slovakia – hosting organization

PROJECT DESCRIPTION

The exchange will focus on all the aspects of raising awareness of the EU among young people with the particular attention to the EU elections in 2019. We will analyse the importance of voters' participation in the elections and the possible EU elections' outcomes. The youth exchange will target young people from all over Europe and will enhance their feeling of responsibility for the future of their continent. The proposed youth exchange intends to increase the participation rate of young people in the EU elections through their increased engagement and better EU knowledge. In order to achieve the project's aims we will also inquire the participants about their relationship to the EU - what do they know about it, what are their expectations and what do they are according to them the most troubling parts of the European integration project.

Participants' profile

Participants come from different types of backgrounds- young people from urban and rural areas, minority or majority social groups and from families with different political preferences.

Each country will send **6** young people (3 males, 3 females) between 18 and 28 years old and **1** group leader 18+. The project will be attended by 35 participants in total.

Economic condition

The programme will cover the accommodation and meal costs of the participants. The programme will also cover the travel costs of the participants up to the limit of the budget for travelling approved by the Slovak National Agency of the programme and according the distance calculator, which has designed for organisations taking part in the Erasmus+ programme, in order to calculate travel distances for grant support to individuals/participants.

Zachodniopomorska Wojewódzka Komenda Ochotniczych Hufców Pracy w Szczecinie, Poland	180€
Asociace TOM CR, TOM 21105 DUMANCI, Czech Republic	180€
TOPLUMSAL KULTUR VE GELISIM DERNEGI, Turkey	275€
JTF DSE Hungary	180€

The Coordinating Organization will order the bank transfers upon receipt of all the justification documents as described in justification section, later in the current document, and only to those participants who have sent on the appropriate period all the originals of their travels and have filled in the Evaluation Form of the Mobility Tool of the Erasmus+ programme that will be sent to them by the Coordinating Organization. Any doubt regarding the documents gives the right to the coordinating organization to wait for the approval of the final report by the Slovak National Agency in order to reimburse the travel costs.

Travel costs will be reimbursed to the sending organizations' bank accounts upon the receipt of all the justification documents and only if all the needed documents have been sent to the coordinating organization.

- Travel costs will not surpass the amounts shown in the table above. This amount includes also local transportation costs (if available) and if the original proof documents have been sent. The cheapest means of transport should be used.
- Any change of the arrival and departure days as set in this document should be not made without prior permission of the coordinating organization.
- Participants should follow the whole duration of the training course otherwise reimbursement will not occur.
- Reimbursement Procedure In the frame of Erasmus+ Programme only the cheapest and most direct routes can be subject of reimbursement within the limits mentioned above (EUR/participant) and presenting the justifying documents mentioned below.

How to provide the needed justifying documents?

- Flight tickets (economic class/low cost if possible) – all the following are needed: ✓ e-ticket (you receive it by e-mail after you buy the flight); ✓ fiscal invoice (ask your travel agency or check on the website where you buy the ticket how can you get a fiscal invoice). The invoice can be issued on the name of traveler, or on the name of the organisation you represent; ✓ boarding pass (you get it online and print it at home 24h-30h before the flight or directly in the airport);
- Train tickets (make sure the date, the itinerary and the price are visible on the ticket, if you can get an invoice is even better);
- Bus tickets (make sure the date, the itinerary and the price are visible on the ticket, if you can get an invoice it is better);

The documents for coming in Bratislava should be given to the coordinating organization during the exchange. The returning documents must be sent firstly scanned to the coordinating organization and then the originals by post. The date in the travel documents should be identical with the travel days indicated in the present document.

TRANSPORTATION

HOW TO REACH BRATISLAVA

Bus and train schedules (from Poland, Hungary, Czech Republic) available on our general website www.cp.sk, then bus company www.regiojet.sk, www.slovaklines.sk, www.flixbus.sk, railway www.zssk.sk,

Flight options for Turkey to Vienna, Budapest or Bratislava (www.skyscanner.net, www.flypgs.com, ...), in the case of traveling to Vienna airport, please book bus tickets online www.regiojet.sk , www.slovaklines.sk, it goes each 30minutes and costs around 5€ and takes 1hour to Bratislava main bus station; in the case of arrival in Budapest, please take a bus www.regiojet.sk or train www.zssk.sk , it costs over 10-15€ and takes around 3 hours.

Public transportation in Bratislava. Our hostel is located in the city center and the closest bus stop is called Zochova. We will provide specific details when we have your travel plan.

Safety & Insurance

All organizations in co-operation with the participants will proceed for issuing a visa (where required) and issuing for each participant European Health Insurance Card (where applicable). More Information about European Health Insurance Card you can reach at the following link: <http://ec.europa.eu/social/main.jsp?catId=559>

Additional measures will be taken for security of the participants. In this context, it will be created through the cooperation of all, a common ethical code of contact for the project that will be observed in writing of all and will help to avoid any moral, discriminatory, bad treatment or conflict of the participants. At the same time all partner organizations will prepare for their participants lists with contact phones in their country, arrival and departure time in the airport of each participant and will send to the Project Manager. All the sites where the planned activities will be carried out will meet hygiene and safety requirements in accordance with national and European standards. Finally, any transfers will be made by safe means of public transport. Last but not least, each organization will hold meetings with the participants to prepare them suitable for their participation in the activity and also a closed group on Facebook will be created to interact and get to know each other participants and facilitators who will be responsible for the implementation of the sessions.

ACCOMMODATION

The accommodation will take place in city center of Bratislava in [Hostel ZERO](#) where participants will stay in 2, 3, 4 and 5 – bedroom rooms with shared bathrooms.

Food respecting participants' allergies and diets will be served in a restaurant nearby close to the meeting room which will be used for the activities.



ACTIVITIES

- ice-breakers to start day fresh and in positive mood;
- creative self-realization - video production, taking entertaining photos and other documentation of activities;
- street activity and interviews with locals
- elaboration of documents- Action plans (national ones and the general) to increase EU elections turnout in the EU elections in 2019
- intercultural and experiential learning
- role-playing (simulation of the EU Elections in 2019)
- games (introduction games), quizzes (related to presentations)
- innovative methods of brainstorming
- discussions in working groups and in front of all participants
- interactive presentations
- feedback groups- participants will be providing regular feedbacks and in doing so, they will learn more about the way how to increase the quality of their feedback
- another participants' proposals of workshops

WHAT TO BRING WITH YOU

- Travel documents as you have to give them when you come, otherwise we will not be able to reimburse the travel costs. For the reimbursement we need: - The tickets - The original boarding passes (if you take them from the airport) or a copy of the online boarding pass if you do the check in online. - An invoice for the purchase of the tickets. - Any original and validated ticket for public local transportation either in your country or in Slovakia as part of your journey.
- The European Health Insurance Card
- Things for our Cultural Nights (at least one), that represent your country and a traditional food typically eaten in your country, game or a presentation
- Laptops are NOT requirement but if you wish to bring your laptop, it will help you in typing and erasing/re-typing during brainstorming. However, smartphones can help, as well, searching for information.
- Preparation of workshops of national teams

YOUTHPASS

To recognize the participants effort and achievements throughout the project at the end of the youth exchange IVOTEU'19 each participant will receive the Youthpass certificate which is a part of the European Commission's recognition of non-formal learning. It recognizes the learning process and individual participant reflection on acquiring new skills and knowledge that he/she gained during the course of the particular project.

Youth for Equality

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