

TRAINING COURSE

Level UP: Developing and Realizing International Projects

13-20 November 2016

Potsdam, Germany

Dear participants,

We are thrilled that in November our group of youth workers and youth leaders will meet in Potsdam to discover the exciting topic of project writing and management. We will strengthen the cooperation within the ERASMUS+. We hope that our adventure together will bring great projects.

SHORT DESCRIPTION

Level UP: Developing & Realising International Projects is a 6 day training course executed in Potsdam, Germany in 13-20 November 2016. The project aims to empower and give tools to youth leaders for creating and executing international projects under the Erasmus+ programme. The training course will bring 26 youth leaders from organizations from Germany, Estonia, Denmark, Poland, Spain, Bulgaria, Italy, Romania, Lithuania to assist them in starting cooperation and becoming competent project writers and managers. The project will be carried out using various methods of non-formal-education that are expected to help participants create ready projects under the Erasmus+ programme of high quality. By this training course we aim to empower participants and expect a long-term benefit of all of the projects carried out with involvement of these participants will raise the whole level of projects submitted by young people.

Participants will be selected from local young people, local youth workers and NGO members of the partners (no age limit). Each organization will select 3 participants for the training course.

Promotional material to take with you

As we all come from various organizations and 9 different countries, it might seem a good idea for you to bring promotional materials on your organisation. You might want to meet with your board and colleagues to discuss jointly with them what kind of projects and future co-operation your organisation is interested in offering or joining during the training course.



Technical information

We will be accommodated in a Seminar and Guest House "HochLLand" in Potsdam. On the following pages you will find some important information about the activity. If you have any questions, please do not hesitate to contact the persons responsible via the email bildung@hochdrei.org

The group will consist of 26 participants, 2 trainers and 2 support staff. This will enable you to meet different people, find partner organisations for your further activities within the Erasmus+ programme and better understand how to write successful applications for youth exchanges and how to proceed later on.



Intercultural evening

An international event without an intercultural evening would be a shame! Thus, we ask you to bring samples of your traditional and/or regional food and drinks for all of us to discover and enjoy. You might also want to bring snacks from your country for intercultural coffee breaks so we can pimp them out. If you are a guitar player, dancer, origami master, cobra charmer or someone else, then don't forget to bring your guitar, cobra, sheets for origami and etc. The more you bring, the more opportunities we will have to gain new skills and enjoy the time better. Any contribution, we take it! And it's not only for the intercultural evening...

The venue

The venue is Haus HochLLand, where we will be accommodated in mixed-country rooms. It is located in Potsdam, which is just 35km away from Berlin.

Our address:

Holzmarktstr. 12
14467 Potsdam

Travel budget

The arrival day is 13th of November, 2016 and the departure day is 20th of November, 2016. If you want to spend more time in Germany, it is possible to spend maximum 2 days before and 2 days after the project and book the travel tickets accordingly.

Total contribution to the travel costs per person

180 EUR for: Poland, Denmark.

275 EUR for: Estonia, Spain, Bulgaria, Lithuania, Romania, Italy.



For the flights we recommend you to find a flight to Berlin!

- FROM AIRPORT IN BERLIN TO POTSDAM MAIN STATION

From Berlin you can go by train to Potsdam Main Station (*Potsdam Hauptbahnhof*). It takes about 50 minutes to get there from the Tegel Airport Berlin and 60 minutes from Schönefeld Airport.

Please use <http://www.bvg.de/en> to plan your journey from the airport to Potsdam Main Station.

- FROM POTSDAM MAIN STATION TO OUR HOUSE

From the Main Station Potsdam (*Potsdam Hauptbahnhof*) you can reach us within 15 minutes walking, but we recommend taking the tram. Use tram lines 93, 94 or 99 to the station: *Holzmarktstr.*, OR or simply plan the whole trip from the airport to *Potsdam, Holzmarktst.* with <http://www.bvg.de/en>

Our address:

Holzmarktstr. 12
14467 Potsdam

REIMBURSEMENT

We will reimburse the travel expenses by bank transfer after the training course, in accordance with the Erasmus+ framework. In order to make the reimbursement, it is compulsory that you deliver all the necessary documents for us.

If your travel costs exceed the official limits, the reimbursement will be limited to the maximum amount of travel costs allocated for each country. If you fail to provide all the necessary travel documents, we will be unable to reimburse you. For plane travel, the original documents that we need are:

- (1) E-ticket; (2) Invoice; (3) Proof of payment or receipt; (4) Boarding passes.

P.S. You are responsible for buying tickets that would fit the budget to get the desired reimbursement.



There will be a 20 EUR participation fee, that should be brought in cash, the money will be spent on the benefit of the activity.

BASIC RULES

All participants will be expected to be present and active in all activities, unless being ill. Unauthorized absence from the activities and workshops won't be tolerated.

Smoking is prohibited everywhere inside buildings, thus all the smokers will have to go outside or to specially designated areas for a cigarette.

Stress, nerves and bad mood is prohibited everywhere. Bring your best mood and big smile with you and keep it through the training course! Prepare for fun! Those who fail to do that will be expelled from the project.

Small checklist for you:

- ✓ Book tickets to fit the budget
- ✓ Inform of your arrival time/date
- ✓ Fill out the application form and send to bildung@hochdrei.org
- ✓ Join the Facebook group
- ✓ Bring promo materials of your organization
- ✓ Bring your national/regional food/drinks/snacks
- ✓ Bring your passion items (games/guitars/pianos)
- ✓ Bring your valid EU healthcare insurance card
- ✓ Don't oversleep your flight!

We are looking forward to meeting you in Germany! In case of your further questions we will be happy to provide you with more information: [**bildung@hochdrei.org**](mailto:bildung@hochdrei.org)

Your Team

Asia & Pavel & Jonas & Olalla