



Dear partners and participants,

Fundacja CREATOR and trainers are happy to invite you to

“ 30: Orientation, Optimization and Organization of Social media networks as tools in youth work (30)”

Erasmus+ KA1 project for eight youth organizations from EU countries.

The project consists of preparatory phase, training course, follow-up and dissemination activities.

The project aims at examining the role and impact of social media in creating positive and negative roles and stereotypical images.

The objectives of the project are:

- to raise awareness about importance of critical thinking as 21st century key competence;
- to develop participants’ competencies in planning, implementing and evaluating learning activities about media literacy;
- to share good practices of youth work with media and social media;
- to contribute to the capacity building of youth organisations;

- to develop and reinforce EU networks for partnership in non-formal education;
- to promote non-formal education methods with focus on critical thinking in the field of youth work.

Training course will bring together 32 participants from – Poland, Estonia, Bulgaria, Greece, Latvia, Lithuania, The Netherlands and Italy (**4 from each country**). The training course will be implemented **in Rzeszów, Poland, between 1-10 AUGUST, 2021 (August 1 is arrival day and August 10 is departure day)**.

Participants will be selected to the training course by partners' organisations with assistant of project coordinator. **The age of participants starts from 18+ till adults**. Motivation to contribute to the project program, good communication skills in English will be taken into account. Priority will be given to the representatives of the ethnic and national minorities, refugees and migrants and representatives of other vulnerable groups. All partners are informed to invite for the training course at least one youth worker with fewer opportunities. In order to ensure that the program reflects interests of all participants, before the final adjustment, all participants will be asked to fill self-assessment form with questions. This form is included into this info-pack.

The following expenses will be covered by the organisers:

Meals (breakfast, lunch, dinner, coffee breaks).

Accommodation for the duration of the training course.

Other related costs, such as training materials, **the cheapest COVID tests**.

Program for the training course includes:

Day 1. Arrivals. Welcome. Names and ice-breaking games.

Day 2. Presentations from trainers about Erasmus+ Programme and objectives of project. Agenda of the training course day by day. Expectations, contributions and fears from participants. Agreements.

Intro to Youthpass.

Teambuilding activities.

Reflection of the day. Intercultural evening.

Day 3. Introduction to social media orientation. Interactive workshops.

Presentations of partners' organisations.

Reflection of the day.

Intercultural evening.

Day 4. Photos, collages and other images on social media: orientation.

Creation own images to promote youth work (group work): optimization.

Reflection of the day.

Day 5. Sharing information about Erasmus+ and Youthpass to young people on the streets. Discussion about the influence of social media networks. Work on video visiting 4 places. Free time and networking.

Day 6. Video on social media. City quiz: optimization. Presentations of videos and groups' work. Movie evening. Presentation of Youtube samples. Discussion and analysis. Mid-term evaluation.

Day 7. Safety in Internet. "No hate speech movement". Tools and games against cyberbullying. Reflection of the day. Intercultural evening.

Day 8. Social media networks and their role in youth work. Opportunities for young people in Europe. World café "Social media for inclusion". Reflection of the day.

Day 9. Erasmus+ Programme objectives. Work on the dissemination plan to share project results on local level. Reflection of the day.

Work on new projects.

Day 10. Day of analysing competences and learning achievements. Youthpass presentation from trainer. Final evaluation of the training course. Farewell and certification.

Departures.

There will be energizers, reflections of the day and intercultural evenings, discussion and debates, also filming project video during all training days. Participants will choose members of video group, social and free time group and time management group.

The methodology of the training course is based on the principles of non-formal education. The main focus will be placed on the participants, fostering their active participation, mutual learning, discussing and sharing of experience and good practices.

PREPARATION

Each participant will have to make a small research and to identify what are the main problems / needs regarding young people in their community and how social media influence this work. Participants should bring at least one idea for the future potential project. Be prepared to present your experience with media or social media during the training course: prepare a description of your projects/experiences and the lessons learned; bring pictures, brochures, multimedia presentations or other materials.

If you represent an organisation, please bring information materials about the organisation, i.e. photos and reports from former projects and further material which will help you to present your organisation. There will be a resource table where you can hand-over your materials and get to know others.

INTERCULTURAL EVENING

Be prepared to present your culture in an interactive way (interactive means that you involve the audience in your presentation): for example show or teach the other participants a dance or a song from your country; or prepare a short performance, sketch or quiz to introduce the other participants to your culture. Whatever you prepare, it should involve the audience as it will be presented during our

intercultural evening, when we celebrate diversity. Don't worry about being perfect, this is about having fun together. Try to choose something that can be easily learned and performed.

You could prepare presentation about your culture or who you are. Try to think something that we could do together about your culture to promote intercultural learning.

We kindly request you to bring some national snacks, drinks and music from your home country, as a contribution to the intercultural evening. If you decide to bring food, please only bring items that will not perish, that don't need to be cooked and that don't require cutlery to be eaten.

BRING WITH YOU

Medicine you need regularly as you may not find your usual medicines in local pharmacies. Also keep in mind what local food might differ from the one you used to.

Special clothes: good waterproof shoes, scarf, hat. Also be ready for rainy weather, just in case. Mind that comfortable footwear is important.

We kindly ask each national group to have at least one camera to take pictures and record and edit video, it could be a reflex or compact camera.

We suggest to have at least one computer per national group, powerful enough to work with Adobe Suite package (with extra space on your hard drive to store footage). For exact system requirements please visit <https://helpx.adobe.com/premiere-pro/system-requirements.html>

TRAVEL

We suggest you to search for the flight tickets and find a good combination of low cost and budget airlines on the following websites:

www.skyscanner.com www.ryanair.com www.wizzair.com www.easyjet.com

Please note that **the organisers will not cover any accommodation and food costs outside the project dates**. Further, eligible travel costs are only those from home to the activity's venue and back, thus travel from another project's place and back won't be eligible. You can come or leave one or two days earlier to discover Poland or any other place of interest in Europe, but you have to fully attend the programme of the training course. If you plan to come or leave earlier, you understand that you will have to sustain on your own expense. We will be happy to assist you in finding cheap and appropriate travel option, and if you plan to come earlier or leave later, we can advise you on logistics, accommodation and places to visit.

You have to keep in mind that taxi costs are not reimbursed. **Please, use the public transport and keep all tickets**. The travel costs will be reimbursed on the basis of the most economic transport fares and on presentation of **ORIGINAL relevant receipts and ORIGINAL tickets**.

Distance calculator amount is a maximum travel budget, if participant travels from the place where partner organization is registered and back to the same place. If the starting point and finishing point

are different, coordinator reimburses the real cost of tickets according to European Commission's Distance Calculator but not more than it is in the application form.

VENUE

The training course will take place in HOTEL " U KROCZKA" , 316 Krakowska street in Rzeszów (see photo above <http://www.hotelukroczka.pl/>)
Participants will be accommodated in triple/ double rooms.

How to reach Rzeszów:

International Rzeszow- Jasionka Airport is 10 km away from the hotel (LOT, Lufthansa, Ryanair) . From Jasionka airport- bus to the centre of Rzeszów.

Other airports: Warsaw Frederic Chopin airport

1. It is direct express bus from Warsaw airport BUS TERMINAL - stand number 5, it takes about 5 hours by bus, ticket costs about 80 PLN one way <https://neobus.pl/en/>

Kraków BALICE airport

2. From Kraków Balice airport to Rzeszów / 2,5 hours/ – 50 PLN. <https://neobus.pl/en/>

Other possibility is to go from the Kraków Balice airport by train to Main train station in Kraków . From main train or bus station in Kraków go to RZESZÓW. Train/ bus stations are next to each other in Kraków Centre.

Maximum of travel grant per participant:

Poland 00.00 EUR

The Netherlands 275.00 EUR

Estonia 275.00 EUR

Greece 275.00 EUR

Latvia 275.00 EUR

Lithuania 275.00 EUR

Italy 275.00 EUR

Bulgaria 275 EUR

Health insurance is not provided and will not be reimbursed by the organizers.

All participants are strongly advised to purchase private health and travel insurance as a regular procedure for your travel. EUROPEAN HEALTH CARD are strongly recommended.

Please, don't buy any tickets before consulting organizers and receiving an e-mail with our approval of your itinerary.

In case of any questions regarding your tickets please don't hesitate to consult us. As soon as you

purchase your tickets please send the copies to

CHECK LIST FOR TRAVEL REIMBURSEMENT

Regular air tickets must be accompanied by:

- the original invoice (signed and stamped)/receipt/pay order/proof of payment;
- the boarding pass (the small ticket stub you receive before boarding the plane);
- the prices stated in the invoices, receipts etc. must coincide with the price on the ticket.

E-Tickets must be:

printed out and include your name, the exact fare you paid, details of your flight on the same page;

provided along with the credit card receipt for the payment or a copy of your bank statement (clearly showing the payment has been made);

given in with the boarding pass (the small ticket stub you receive before boarding the plane).

NOTE: Some airlines print ‘passenger receipt’ at the top of the cardboard ticket. It is not accepted as a receipt of proof of payment. Therefore, if you book your tickets online, please, make sure to print out the e-mail you receive from the airline company upon the payment, stating how much and how you paid.

Train/Bus tickets must show visible arrival and departure time as well as the price (+invoices if available).

Other important details:

Booking paper alone is not enough (we need the invoices).

Missing or lost tickets are not reimbursed.

Any costs for taxi are not reimbursed.

Return tickets must be bought in advance before the journey.

In case of very long pauses or indirect routes (holiday travel), there is no reimbursement of travel costs! We kindly ask you to scan all originals and send us the scan prior the registered mail, please, don not forget to keep the file with the scan of all originals until the final reimbursement.

Reimbursement is done in euro by bank transfer. After the training course, please send us back all your complete travel documents in ORIGINAL by post via registered mail as well as your bank account details (name of account holder, name of the bank, IBAN code, BIC/SWIFT code).

1 EURO = 4.4 PLN (more/ less) - the detail rate of the exchange currency will be given later.

FOLLOW-UP ACTIVITIES will include work on new Erasmus+ projects and other activities in

partners' countries (action plans will be created during the training course).

1. Participants have to contribute to the visibility via the project's Facebook page. Participants have to contribute to the updates of the page to share and disseminate the project's results, for future exchange and dissemination of daily information, experiences and good practices.
2. Ensure the visibility of the training course in your home country after the project: community /NGO/university/ municipality by organizing at least one event (per country) showing the results of the training course by inviting at least 15 people. The proof of this activity is obligatory (with photos, video) with signatures of the attendees. We expect to receive a copy of the radio interview, recorded video/tv report or a link with the information on the website.
3. Contribute to the short-length video about the project and spread it via multimedia channels, streaming web sites and social media.

If you want to organise a free time activity and would like to show to and share with the other participants, you are welcome to do, but, please, let us know in advance.

CONTACTS AND EMERGENCY

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Europe-wide **112** number is a good first port of call.

The weather forecast

<https://pogoda.interia.pl/prognoza-dlugoterminowa-rzeszow,cId,30389>

**WE WISH YOU A SAFE JOURNEY
AND WE ARE LOOKING FORWARD
TO SEEING YOU SOON IN POLAND!**

Your preparatory team

Participants' declaration

The purpose of this declaration is to insure that all participants reflect upon their own role and responsibility regarding the project. The purpose is furthermore to insure that each individual participant has reflected upon the nature of the program and their learning needs.

In connection with the below mentioned project, I declare that:

I am aware of the nature of the programme and the project. I am aware that the project is not academical, is based on non-formal learning and that the methods applied by the trainers/facilitators are mainly, but not exclusively interactive.

I have read/will read the activity programme and information pack carefully.

I am aware that not all activities in the program might be relevant for me.

I understand that other participants might have other needs than me.

I am aware that I am expected to be present for all the programmed activities, except those that are clearly marked as optional. If I have other activities that conflict with the program (an urgent skype-meeting etc.) absence can be permitted only in agreement with trainers/facilitators/organisers in good time. I understand that trainers/facilitators/organisers might refuse such a request due to the flow of the program.

I also understand that I am expected to be punctual for all activities. In case I am late for eg. bus departures on excursions, I give my consent that the bus is leaving without me and that I will find my own way on own cost.

I am also aware that I under no circumstances am allowed to arrive later than the arrival day and not to depart earlier than departure day. Farewell evening is a part on the planned activity and my presence there is expected.

I am expected to find my own way to the venue.

I am aware that I have to bring my own medication, and I understand that organisers are not allowed to give out any medication, only in case of emergency.

I am fully aware that extra costs of last minute checked-in luggage and any extra fees related to this are not reimbursed by the organisers. I am also aware that any extra fees related to airport check-in as 'boarding pass print fee,' excess luggage fees or any extra services fees are covered by myself and not reimbursed by the organisers.

The budget given by the European Commission for travel is meant as a contribution. I must expect to contribute to this. The organiser must according to their contract with the Commission justify all expenses. I can therefore never receive more than the real cost that I had. I understand that I need to collect all original receipts and travel documentation (e.g. boarding passes), without those I will not get any reimbursement.

I understand that cost for travel in own vehicle only will be legible if it is agreed with the organisers before and only in accordance with the rules stipulated by them.

All documentation should be send in original, by recommended post at the end of the project. All documentation should be in hand of the organisers no later than 30 days after the last day of the project. Claims received after that will not be subject for reimbursement. I understand that it is my own responsibility to make copy of the original documentation before I send it. Together with the original documentation I will send a claim-form. The claim-form I will fill in with all requested information. I am aware that all fields have to be completed with correct information. I am also aware that back fees relating to wrong account information, will be covered by me.

All transfers are made in euro. The exchange rate used is decided by European Commission in the contract between the organiser and National Agency. Any cost or loss related to this exchange rate or cost added by my bank will be covered by me.

Travel reimbursement can only be made once I have completed the online report in the mobility tool, have send the necessary travel documentation and have completed (and submitted documentation for) my dissemination activities.

I am aware that it takes time to process all documents. I understand that the organisers are trying to transfer my reimbursement as fast as possible but that it can take up to 60 days from when they have received all documentation from my side.

I understand that I have responsibility to disseminate the results of the event. I will agree with the trainers/facilitators/organisers what dissemination I will conduct. The dissemination can be an article on the homepage of my organisation, a blog or a presentation for other members of my or other organisation.

I agree to comply with the rules set up by the organisers and the venue. In particular, I agree with the strict drug policy and the anti-discrimination/bullying policy of the organisers. I understand and agree that failure to comply with the rules might lead to expulsion from the project. I understand and accept that in case of expulsion, all cost will be covered by me.

I understand that the budget provided by European Commission is limited and that the standard of food and accommodation is mirroring the budget. I understand that on these kind of projects I will typically be expected to share room with more people.

I understand that the food will be provided by local providers and that the food therefore might be mainly locally inspired. I understand that any special needs can only be met if the organisers receive a notice about my needs in good time and no later than 10 days before the beginning of the event.

I understand that my travel reimbursement cannot be bigger than it is shown by European Distance calculator. I am aware that the amount for the travel in the info-pack is indicative and my travel reimbursement depends on the real traveled distance regardless of the place of the registration of my partner organisation.

I am aware that this European Distance calculator is not designed for to determine how much I should receive in funding. The amount is dependent on various factors, including real traveled distance, administrative costs incurred by participating organisations. Therefore, I am fully responsible to agree with organisers and a host team of the project all my travel details including exact itinerary, time, the total length of stay in the host country and price of all tickets prior to purchase any travel tickets. I am aware that this agreement should be made in advance in a written form and with the written confirmation by the organisers. I am aware that any travel tickets booked without a written approval by the host organisation are not subject for the reimbursement.

If you agree with all statements from this declaration, we invite you to complete participant' application form.



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