



BE THE EXCHANGE

TRAINING COURSE ON HOW TO IMPROVE COMPETENCES OF
YOUTH LEADERS IN YOUTH EXCHANGES

VELDEN AM WÖRTHERSEE
AUSTRIA

Monday 18th February 2019 (arrival day)
Monday 25th February 2019 (departure day)

GUIDE FOR PARTNERS AND PARTICIPANTS



Take Me With You And Don't Lose Me!

WELCOME!

Congratulations! You are a partner/participant in the Training Course “Be the exCHANGE” and you are among the 31 participants that will take part at the training. There will be participants from Austria, Bulgaria, Czech Republic, Estonia, Germany, Hungary, Italy, Portugal, Romania and Spain.

You are among these participants, because we believe that you will benefit from the training course. As well we believe that you will be the one that can share his/her experience with others and therefore be the source of enrichment for the other participants.

We hope that those 8 days you will spend at “Be the Exchange” will be for you a vivid and useful intercultural experience. To achieve this we need to look at some practical needs as well and therefore we have prepared for you this “participants survival guide”, which will help you to answer many questions and as well to prepare for the project.

Read the guide carefully and keep it with you on your travels so you can check the information whenever you need.

We are looking forward to meet you in Austria!

THE TEAM

If you hoped to see our pictures in this part then we are sorry. You will have to wait until you get to Velden am Wörthersee in Austria to find this out. However we can tell you that the team of organizers and facilitators are from Estonia, Brazil and Austria.

Marco Jessica Marc

And how will we do it? It will be a training course, but it's not like the ones where you can sit back and relax. We will use active methods, based on experimental learning in combination with practical theory. This means that you will work in workshops, with role plays and exchange the experiences you have from your day to day work and work on concrete future project plans.

WHAT LANGUAGE WILL WE USE

Despite many of you speak many different languages the official training language will be English only.

THE CONTENT AND ACTIVITIES

“Be the exCHANGE” is based on the fact, that group leaders from different NGO are able to increase the quality of Youth Exchanges through finding appropriate models of motivating young to active participate there and gain new skills and knowledge.

The main idea is through the laboratory to find this form of motivating where leader is not a teacher or mentor, where leader plays role as a facilitator who knows technology of involvement youngsters.

Aim

To improve quality of Youth Exchanges (in frames of YiA) by providing space for YE group leaders to develop their competences, focusing on motivation and learning support.

Objectives

- To promote and facilitate the active approach to building appropriate models of motivation
- To achieve the results and disseminate it (use gained experience in practice, in local organizations, in international projects)
- To raise understanding of the role in Youth Exchanges and knowledge on personal and professional development in youth work and other fields.
- To facilitate reflection on the personal motivation to be a leader, self-evaluation.
- To build up creative and communication skills, support intercultural exchange, foster mutual understanding between young people in different countries (it helps to increase quality of Youth Exchanges)
- To work on the key competences for active participation among youngsters

INTERCULTURAL EVENING

During the training course we plan to arrange an InterCultural Evening. You will present your own cultures - national, regional, personal or any kind of culture you feel you belong to.

These presentations, you will çasy one evening to each country, should not be a "lecture" but should be done in the creative way. This means that all options are possible. A culture may be presented by a song, a story, a poem, a dance, some drink or food, etc. You may bring pictures, music or anything which you consider to be most appropriate to present your culture. There be as well dvd/video/audio player and data projector within the time limits. However we appreciate if you find more creative way to present your culture.

We will not have a kitchen to prepare the meals for the intercultural evening, so we suggest that you adapt your food and drinks to that reality (we can arrange a refrigerator, if necessary).

So in short it should not be actually presentation, it should be an activity or something and it is up to you to replace the word something.

More details will follow during the training.

MARKET OF ORGANIZATIONS

One of the nice side effects of international training is the opportunity to meet new nice and interesting people from different organizations all over Europe. So let us know which context are you recently active in and present your organization and

their work. Bring your promo materials and use your chance to meet future partners!

PREPARING FOR THE CONTENTS

In this section you can find web-links which will help to broaden your understanding of the youth in action programme, non-civic and intercultural education in the European context. These links will be useful for you before the training (in terms of introduction) and after the event (in terms of future project implementations as well as training opportunities).

General information on European Youth Program

- http://ec.europa.eu/youth/index_en.htm
Information on the European Youth in Action Program. User's guide is available.

Non-formal education and intercultural learning

- <http://www.infed.org/biblio/b-nonfor.htm>
Formal/Non-Formal/Informal Education background.
- http://www.youth-partnership.net/youth-partnership/publications/T-kits/T_kits
Training-kits publications connected with european youth work.

NUMBER OF PARTICIPANTS

Be the exChange will gather 31 participants from 10 different countries. Austria will be represented by 4 participants, check below to discover how many placements your organizations have:

Organization	Country	Number of Participants
Europahaus Klagenfurt	Austria	4
SDRUZHENIE PROFESIONALEN FORUM ZA OBRAZOVANIETO	Bulgaria	3
EUROPEAN YOUTH CENTRE BRECLAV Z. S.	Czech Republic	3
MITTETULUNDUSUHING NOORED UHISKONNA HEAKS	Estonia	4
JUGEND BILDUNG UND KULTUR EV	Germany	3
En Kint Egyesulet	Hungary	3
ASSOCIAZIONE+CULTURALE STRAUSS	Italy	3
Bué Fixe Associação de Jovens	Portugal	2
Asociatia Minte Forte	Romania	3
ASOCIACION INTERCULTURAL EUROPEA GO EUROPE	Spain	3

COSTS

There is a participation fee of EUR 30,00 per participant, which you will pay during the reimbursement procedure. Board, lodging and programme costs will be provided and paid 100% by grant from the Austrian Erasmus+ National Agency. But it is recommended to have a personal disposal for drinks, small shoppings, etc.

We have a budget for travel costs. According to the restrictions of the Erasmus+ Programme we can only refund up to some of the travel cost, if the following points are fulfilled:

- Your travel route is from your home town to the venue in Austria (Velden am Wörthersee) and back (if you are not travelling from your hometown, contact us previously).
- You have chosen reasonable and economic means of transportation (e.g. APEX or student fares for flight tickets, cheap airlines, 2nd class trains).
- Your travel dates are according to the programme (two days plus OR minus is O.K., if you can prove that this transfer is cheaper, in other cases please contact us previously).
- You have a receipt or invoice for the cost of your plane ticket and the boarding cards (No mobile boarding passes) or the train/bus tickets.

Before booking your ticket - send us a travel proposal. Wait for our green light to book your tickets. If not, we take the right not to reimburse you.

After you have booked your tickets, please send us the following details as soon as possible:

- Name of the Traveller (Participant)
- Date and Time of the Arrival and Departure (Train station Velden am Wörthersee)
- Price of the tickets and all tickets/booking confirmations

To info@europahaus-klagenfurt.

TRAVEL BUDGET

According to the rules of Erasmus+ Programme and the budget that was financed in the Austrian National Agency, here is the maximum amount that each participant can use for the travel to Austria and back:

Organization	Country	Max. Travel Grant per Participant in EUR
Europahaus Klagenfurt	Austria	20
SDRUZHENIE PROFESIONALEN FORUM ZA OBRAZOVANIETO	Bulgaria	275
EUROPEAN YOUTH CENTRE BRECLAV Z. S.	Czech Republic	180
MITTETULUNDUSUHING NOORED UHISKONNA HEAKS	Estonia	275
JUGEND BILDUNG UND KULTUR EV	Germany	275
En Kint Egyesulet	Hungary	180
ASSOCIAZIONE CULTURALE	Italy	275

STRAUSS		
Bué Fixe Associação Jovens	Portugal	360
Asociatia Minte Forte	Romania	275
ASOCIACION INTERCULTURAL EUROPEA GO EUROPE	Spain	275

Reimbursement will be made as a wire transfer after we have all the necessary ORIGINAL documents already mentioned before (boarding passes, plane-, bus-, train-tickets, etc.). Charges for wire transfers to non-Euro-countries /non-SEPA-countries are at participants expense.

Please complete the *Bank Account Information for Reimbursement* on the last page of the Application Form!

We will **NOT** reimburse any amount exceeding the maximum budget for each participant. So please book your tickets as soon as possible.

If you would like to stay longer in Austria, you can book flights up to 2 days before/after arrival/departure of the dates of the training. Tickets with the dates longer than 2 days after/before the dates of the training will **NOT** be reimbursed.

Send your travel proposal before booking to info@europahaus-klagenfurt.at and wait for your green light to book the tickets.

ABOUT THE VENUE

We will be hosted in the following place: [Youth Hostel Cap Wörth](http://www.hiyou.at/index.php?article_id=39&clang=1)
(http://www.hiyou.at/index.php?article_id=39&clang=1)

We will share nationalities among the rooms. There is a bathroom/shower in each room. Bed linen will be provided by the hostel. Please take some towels with you. Breakfast, lunch, dinner and coffee breaks will happen in the hotel during the whole project.

As you can check in the website, the place offers different activities and possibilities and it can be enjoyed by the participants. Don't forget your swimming clothes because there is an indoor swimming pool in the [Hostel Cap Wörth](#)!

Almost all of you will fly to Vienna International Airport and from there you will have to take a train/bus to Velden am Wörthersee. Each group will be instructed separately in the best way to reach Velden am Wörthersee by e-mail after confirming the arrival time. All the groups will be picked up by taxis at the train/bus station in Velden am Wörthersee.

Note: Organizers will not provide any accommodation for additional stay in Austria.

If participants plan to arrive a few days earlier or depart a few days later they are kindly requested to inform us and we will be glad to offer assistance with booking a hotel.

PARTICIPANTS AND PREPARATION OF THE GROUPS

Each country will select the participants from 18 to 30 years old.

We will need the following information about each one:

- ✓ Full Name
- ✓ Gender
- ✓ Birthdate / Age
- ✓ Passport Number or ID number with issue and expiration date
- ✓ Phone number and e-mail
- ✓ Special Needs (Allergy, Food restriction, Health restrictions)

Please find the Application Form attached to the e-mail.

DEADLINE: All partners have to give information about their participants and the travel details before [20th January 2019!](#)

Failing to accomplish this deadline will give us the right to replace the partnership in accordance to the Erasmus+ Program rules.

WHAT TO BRING:

- Clothes: we don't have any dresscode during our training. So feel free to take whatever clothes make you feel comfortable but remember that Austria is situated in the Alps and we advice you to check the weather forecast in advance. Evenings might be cold and raincoats are advisable in this period of the year. The venue has big outdoor area and wide range of free time activities (*click here for details:* [Hostel Cap Wörth](#)). Pack winter clothes in order to enjoy being outdoors.
- Promo materials with main information to present your Organization during the evening of Organization Market.
- Ideas, music, snacks, drinks etc. to present your country and culture in the InterCultural Evening!

CONTACT DETAILS YOU MAY NEED

- Marc Germeshausen: info@europahaus-klagenfurt.at
Please send all queries regarding the organization of the Training Course to Marc
- Marco Santos: marco@nyh.ee
Please send all queries regarding the content of the Training Course to Marco.

SEE YOU SOON IN AUSTRIA!

YOUR TRAINING TEAM