



Dear partners and participants,

Mittetulundusühing Mitra, partners and the whole preparation team are happy to invite you to **"Film it: multimedia practices for cultural dialogue and inclusion"** Erasmus+ KA1 five month project for youth workers from six EU countries: **Estonia, Netherlands, Greece, Romania, Spain and Portugal**. It aims to develop multimedia initiatives for youth work.

The project moves from the assumption that youth NGOs can play a key role in addressing cultural dialogue and inclusion of youth with or without migrant backgrounds via multimedia practices. This initiative explores the main concerns on social inclusion and how to use multimedia tools for cultural dialogue and sharing of best practices regarding involvement of youth with fewer opportunities. The project is designed by Mitra NGO to promote youth work, exchange of experience and non-formal educational practices among participants.

The training course will be implemented in the frame of the Erasmus+ Programme and designed for experienced youth workers aged 18 and older. The training course will gather five participants from each partner country. As one of the aims of this project is to reinforce the partnership we ask each partner to select motivated participants who are interested and motivated.

Working language of this training course is English. Some of the participants will be able to communicate in other languages as well, but we encourage the use of English during the informal time. Participants with fewer opportunities are welcome to take part in this project. Accommodation, food and activities are fully covered by the organisers. The organizers will reimburse 100% of participants' travel costs according to the European Commission's Distance Calculator.

General objectives of this project are the promotion of the European values in accordance with Article 2 of the Treaty on European Union, insuring free movement of persons.

The specific objectives of the project are:

- * exchanging ideas and best practices on multimedia role in youth work;
- * developing digital competences by creating a professional self-branding video and a competitive video-CV;
- * understanding the role of young people in their local realities in the context of active participation and inclusion;
- * exploring multimedia activities as a tool for intercultural dialogue and social inclusion and adapting different types of multimedia activities to different target groups, in particular young people;

- * giving to youth workers the ability to develop marketable multimedia skills and build multimedia based products;
- * preparing youth workers as multipliers of new gained competences.

THE PROJECT will include preparation, training course, dissemination and follow-up activities. **The training course will be held in Estonia, in Taevaskoja between September 23-30, 2017.**

During the training course there will be team building activities, presentations of partners' organisations and sharing of best practices in multimedia, social and cultural inclusion workshops, presentation of research work on youth with fewer opportunities, European Citizenship education for social and cultural inclusion, multimedia methods as a methods for inclusion, creation of new activities and youth projects under Erasmus+ Programme, work on dissemination plan to share project results in youth organisations and partners' countries, plan for follow-up activities, work on YouthPasses, evaluation of the training course and attractive wishes to participants.

The multimedia approach in youth work is targeted through non-formal learning activities, learning by doing activities and educational and artistic development workshops.

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. We have to underline, that the project doesn't consist only of the training course in Taevaskoj, but also includes visibility of the training course activities, dissemination activities before and after the project, as well as follow-up activities. It's very important to keep this in mind before engaging into the training course itself and be ready and willing to participate in dissemination and follow-up activities too.

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 1 event (per country)showing the results of the training course by inviting 15 people: at least 4 NGO members or staff, and the representatives from the local, national or international media. 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- age or a link with the information on the web.
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 organize a free time activity and would like to show to and share with the other participants, you are welcome to do, but you have to let us know in advance, please.

INTERCULTURAL EVENING

We kindly request you to bring some national snacks, drinks and music from your home country, as a contribution to the intercultural evening and one coffee break per country. 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.

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

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.

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. **It's important to note that the venue is located in the forest area and there are no shops, supermarkets, bars or other facilities nearby.**

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 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 group, powerful enough to work with Adobe Suite package for photo and video editing (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>

THINK ABOUT

Collect ideas for what a film about inclusion should show.

Collect ideas how to share the film for inclusion (= final product of our training course).

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. Participants should bring at least one idea for the future potential project or film on inclusion or another related topic. Prepare to present your experience with inclusion and/or inclusion projects during the training course: prepare a description of your projects/experiences and the lessons learned; bring pictures, brochures, multimedia presentations or other materials. We kindly ask you to have your video or multimedia materials and presentations already copied on the DVD or USB drive in order to avoid online streaming. If you need help with this, or help or advice to prepare any other contribution to the project we will be glad to assist you in advance.

TRAVEL. We suggest you to search for the flight tickets to Tallinn, Estonia on the following web: **www.azair.eu** (finds a good combination of low cost and budget airlines).
www.skyscanner.com www.ryanair.com www.wizzair.com www.easyjet.com

Please note that the organizers will not cover any accommodation and food costs outside the project dates (September 23 dinner - September 30 leaving after 11 am, 2017). 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 Tallinn or any other place of interest in Estonia, 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.

Dear participants, 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 the relevant receipts and original tickets. Health insurance is not provided and will not be reimbursed by the organizers. All participants are strongly advised to purchase private travel insurance as a regular procedure for your travel.

Please, don't buy any tickets before consulting us 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: paul_smulski@hotmail.com

VENUE

- The training course will take place in **Taevaskoja, Estonia**.
- Participants will be accommodated in triple or quadruple rooms.
- The venue: <http://www.taevaskoja.ee/kontakt/?lang=en>
- The address is: Taevaskoja Turismi- ja Puhkekeskus OÜ Taevaskoja village, Neitsikoopa road 10.

COORDINATOR

Mittetulundusühing MITRA

PARTNERS

Asociatia Young Europe Society - Romania

Stichting International Youth Bridges - Netherlands

INERCIA DIGITAL SL – Spain

KYTTARO ENALLAKTIKON ANAZITISEON NEAON KEAN – Greece

Agoraveiro - Portugal

COSTS AND REIMBURSEMENT

There is a participation fee of 30 euro.

According to the new rules within Erasmus+ Programme we will reimburse the travel costs on the basis of the cheapest possibilities, e.g. second class railway tickets, APEX-flights etc., accompanied by the receipt and original tickets, invoices, bills, receipts, boarding cards etc. Upon a certain “contribution to the travel costs of participants, from their place of origin to the venue of the activity and return”. This contribution is “based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission”.

The participants should be present for the entire training course which will start at 18:30 on September 23, 2017 and finish at 11 am on September 30. Expenses before and after the training course participants have to cover from their own expenses. The following expenses will be covered by the organisers.

Local transportation costs to/from the airport. Meals (breakfast, lunch, dinner, certain coffee breaks) and accommodation for the duration of the activity. Other related costs, such as training materials. International travel costs will be reimbursed to participants on real costs of tickets from their place to Taevaskoja and back and not more than:

DISTANCE CALCULATOR

Estonia: 180 euro

The Netherlands: 275 euro

Spain: 530 euro

Romania: 275 euro

Portugal: 530 euro

Greece: 360 euro

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).

CONTACTS AND EMERGENCY.

Emergency number of the host team:

Pavel Smulski: +37253427579

paul_smulski@hotmail.com

Number for calling the emergency services: the Europe-wide **112** number is a good first port of call.

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

Your preparatory team.