



'Youth in Action' Programme



Education and Culture DG



Show your life

INTERNATIONAL TRAINING COURSE

Organized by Egyesek Youth Association

31/10/2012 – 11/11/2012

in Hollókő, Hungary,
Creative Space Training Centre



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Show your life is a 10-day training course that will take place from 31st October – 11th November 2012 in Hollókő, Hungary. The program is organized by Egyesek Youth Association. 32 people interested in youth work, media and their combination will meet from 9 different countries: Latvia, Lithuania, Romania, Croatia, France, Turkey, Bulgaria, Czech Republic, Hungary.

Aim & themes of the training course:

Our aim is to create a possibility to explore new ways of how to use and integrate new media in youth work and to exchange existing knowledge on the topic. We also aim to make to experience how media can be used in order express opinions and create a free, democratic, tolerant Europe.

The themes are developing & sharing knowledge, participation & inclusion, creativity & challenge through exploring how new media can be used in youth work.

Inspiration

[We believe that everyone has a message to tell.](#) The question is how to tell it.

In this training we look at “media” as any combination of images and sound, that can be networked and that create relationships & connection between people.

Goals:

You will work in a structure that gives you the opportunities to create media, receive feedback, and continuously improve your skills.

After 4 days of training, you will conduct a field work activity: organising workshops for 5 days for kids aged 8-14 about media. The goal is to enable you to:

- Learn new media by creating media
- Learn about participatory methods using digital media
- Develop your skills in youth work by experimenting with participatory methods
- Discover what your personal visual culture is

- Create a mental & physical state that supports your learning style
- Be equipped with basic audiovisual and group-work competences
- Experience how you can use all this in practise when working with young people

Target group:

- People aged 21+
- Coming from: Latvia, Lithuania, Romania, Croatia, France, Turkey, Bulgaria, Czech Republic, Hungary
- Media experts interested in using their knowledge when working with – especially - young people
- Youth workers, teachers, peer educators interested in integrating media in their work
- Young people interested in youth work and new media

PROGRAMME

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
Basic toolkit of new media and participatory youth work				Field work in groups involving local youth					Closing

Day 0. Is for arrival, settle in, getting to know each other and receive information about the house, the surroundings and the program of the exchange .

Days 1-4. Basic toolkit of new media & participatory youth work for all. Workshops given to the whole group, with a lot of space to share knowledge and try everything in practice (eg. how to make a short movie; how to use sound, voice, editing, composition when working with media; how to instruct a group of young people when creating a media product; how to reach and involve young people; how to solve conflicts in a group).

Alternative tracks: youth work basics OR media basics followed by an integration part. Based on your already existing knowledge you can choose between two tracks – you get a more in-depth knowledge and more opportunities to learn by experience in one of the above mentioned topics. The last half day will be dedicated to integrate and share knowledge.

Days 5-9. Fieldwork. In groups of 7-8 you will go to different locations (villages and towns around Hollókő) where you will organise media workshops for the local kids. The workshops take place every day in the afternoon, for 1,5-2 hours. The aim is to give an opportunity to the kids to try media themselves and through this you as a participant can implement already what you learnt in the first 4 days. The mornings are there to prepare for the afternoon activity and we will reflect on the experience every day in small and big groups as well.

Day 10. Closing. This day is there to summarize your experience as a whole; to focus on what is coming after the training and plan further cooperation; and to take time for closing, thanking each other and saying goodbyes.

Day 11 Departure day

Participants

Participants can come from the following countries:

- Latvia
- Lithuania
- Romania
- Croatia
- Italy
- Turkey
- Bulgaria
- Czech Republic
- Hungary

Trainers

Eszter Korányi and **Miki Ambrózy** assisted by a team of experienced staff.

If you want to be in the team: please send an e-mail to Eszter Korányi (eszter.koranyi@egyesekek.hu) with your application and indicate where and when you did your basic synergy training.

Dates

Arrival	until 17.00	31.10.2012
Program starts	09.00	01.11.2012
Program ends	21.00	10.11.2012
Departure	until 10.00	11.11.2012

Arrivals and departures

We are asking you to arrive on the date given above, to the accommodation of the exchange:

Creative Space Training Centre, 31. Orgona str., Hollókő, Hungary

Check out the accommodation here: www.kreativ-ter.hu

We expect you to participate on the whole training! (It means coming later or leaving earlier is not allowed!)

If you arrive 1-2 days earlier or leave later, please arrange your own accommodation for the extra time.

A trip to Budapest or other touristic venues of Hungary is NOT part of the program. If you would like to visit these places, arrange your travel in a way that you can do it before or after the program.

Venue

The exchange will take place in Hollókő, Hungary, an old village in the north of Hungary that is part of the UNESCO World Heritage. During the program you will see a lot from the surroundings, the Cserhát Hills and villages of the Palóc culture (www.holloko.hu).

Accommodation and the program will take place in the youth training centre Creative Space. There are bedrooms of 4 with a separate shower and toilet each. We have wireless internet connection. There is no washing machine. www.kreativ-ter.hu

What to bring?

We are asking you to bring certain clothes for your physical safety, personal hygiene of yourself and the other members of the group.

Checklist

- **Casual, warm and sport clothes** for outdoor & indoor activities
- Clothes that are OK to get dirty or destroyed during workshops and outdoor activities
- Backpack or smaller bag
- Raincoat
- Waterproof outdoor shoes
- Camping mattress
- Sleeping bag - **You need the sleeping bag also to sleep in the house. We do not provide linen!**
- Towels
- Your own medicines

Documents

- passport or other official identification
- original bills and tickets described in the attachment
- insurance (described below) or your E111 card
- Hungarians: TB card
- bank account data as described in the attachment

Media equipment

If you have, it is essential that you bring with you personal equipment. We will only provide the basic equipment, so the effectiveness of your personal learning and the training itself can be increased if you work with tools you already know and have.

Therefore, bring with you:

- > Video and photo camera if you have
- > Memory storage (ext. hard drive)
- > Laptop and editing software if you have
- > Cables, chargers, card-readers you need

Costs

Egyesek Youth Association covers the following costs:

- accommodation
- food
- the costs of the program
- maximum 70% of the travel costs of foreign participants, according to the conditions described in the attachment.

We receive a grant from the Youth in Action Programme, to cover these costs for participants from the countries mentioned above.

Country	Max. 100% of travel costs	Max. 70% of travel costs	Participation contribution
Lithuania, Latvia,	400 € / person	280 € / person	50 €
Romania	160 € / person	112 € / person	50 €
Croatia	70 € / person	49 € / person	50 €
Hungary	40 € / person	28 / person	50 €
Turkey	350 € / person	245 € / person	50 €
Italy, Bulgaria	300 € / person	210 € / person	50 €
Czech Republic	140 € / person	98 € / person	50 €

Application process

Send your filled in application form to the following address: show.yl.2012@gmail.com

and to your country contact person.

If you have any physical limitations, disease and/or use medicine we need to know about, indicate it on the application form. If you are a vegetarian, or have a special diet, let us know, indicating what you cannot or don't want to eat, and also what you CAN eat, so that we can arrange suitable food.

Do not buy tickets till you get a confirmation letter.

Participants' application deadline: 5th September 2012.

Selection will be done and confirmation will be sent after the 5th of September!

The ones not selected in the first round will be on the waiting list and they will be immediately contacted whenever there is an empty place.

Selection will be done according to the contents of your application forms and the criteria given above, taking into consideration the geographical, age, gender and social background-based balance of participants.

Note that by filling in and sending us your application form, you state that you have read, understood and accept the contents of this information letter.

E-mail: show.yl.2012@gmail.com



Contact people and partner organisations

Organisation	Number of participants	Country	Contact person and mail adress
Radošu Efektu Darbnīca RED	2	Latvia	Sanita Lace <i>red@redngo.lv</i>
COFA	3	Lithuania	Sinkute Donalda <i>cofa@hotmail.lt</i>
ASOCIATIA YMCA BAIA MARE	1	Romania	Roxana Pascan <i>roxana_pascan@yahoo.com</i>
Udruga za osobni razvoj SYNCRO	3	Croatia	Maja Skrljak <i>maja@synergy-croatia.com</i>
Synergy Romania	2	Romania	Adina Timofte <i>adinatimofte@synergyforyou.ro</i>
IMKA Latvija	1	Latvia	Lina Uzulina <i>linda@imka.lv</i>
EX-DUCO LAB	3	Italy	Bufalino Alessio <i>alessio.bufalino@gmail.com</i>
Marmaris Youth Club	3	Turkey	Pinar Balikci <i>pnrbalikci@gmail.com</i>
INITIATIVE FOR DEVELOPMENT	3	Bulgaria	Atanas Genkov <i>atanas.genkov@gmail.com</i>
Civic Association Nase Kamenka	3	Czech Republic	Krystina Ondrejova <i>info@nasekamenka.cz</i>

We are looking forward to see You in Hungary!

Attachment nr1

CONDITIONS OF REIMBURSEMENT

By law and the funding rules of the Youth in Action Programme we need to keep certain administrative procedures. We are asking for your support and cooperation in keeping these rules.

Please make sure that you read and understand the conditions and the procedure.

Conditions of reimbursement:

- Only if you participate in [the whole program](#) can you get the reimbursement.
- Save your [original](#) tickets and receipts, invoices and all related documents, because you can only get reimbursement for costs of which you can prove the amounts with original tickets and receipts. Only the amount written on the ticket will be reimbursed – that is, if you want your return ticket to be reimbursed, you have to give it to us. We cannot reimburse anything that you buy *after* the training.

ALL the following ORIGINAL documents will be needed:

- all your tickets and boarding passes
- invoices of buying your tickets described below
- passport or ID
- Official document from the bank or travel agency stating the exchange rate from your currency to Euro and/or HUF of the day you buy your ticket.

What is an invoice?

This is a document, signed and stamped by the seller.

The invoice of flight ticket must contain your **name, the starting and finishing place and the date of the journey and the price of the ticket**. Whatever official is your paper, if these data are not on it, you **can not** get it reimbursed!!! Use your name from your passport, no nicknames!

For all the other tickets that you buy in Hungary needs a special invoice, called ÁFÁS SZÁMLA, you need to ask. It needs to be for the following address as buyer:

**Egyesek Ifjúsági Egyesület
1137 Budapest
Radnóti M. u. 4-6. I./14.**

E-tickets:

An e-ticket is NOT an invoice! If necessary, call the airline/train company/etc., explain them the situation and ask them to give you a receipt/invoice with the data given above. If you buy tickets online, take care that you tick the box indicating that you want an invoice, and you fill in the address of Egyesek where the invoice has to be sent by the airline company.

Reimbursement will be in HUF and it will be done by bank transfer. The exact procedure is described below. The exchange rate we will use is defined by the National Agency of the Youth in Action Programme.

Reimbursement limits per country

In the EU grant we will receive a certain amount of money for this purpose, which we are not allowed to exceed. These amounts are based on the costs our partner organizations told us when we wrote the application.

Amounts given are for return tickets between your place of living and Hollókő.

We reimburse public transport tickets and shuttle bus costs from Budapest or from cities where you change transportation only if they fit into your limit and you bring the invoices of them for both way (retour tickets) as well.

Country	Max. 100% of travel costs	Max. 70% of travel costs	Participation contribution
Lithuania, Latvia,	400 € / person	280 € / person	50 €
Romania	160 € / person	112 € / person	50 €
Croatia	70 € / person	49 € / person	50 €
Hungary	40 € / person	28 / person	50 €
Turkey	350 € / person	245 € / person	50 €
Italy, Bulgaria	300 € / person	210 € / person	50 €
Czech Republic	140 € / person	98 € / person	50 €

Reimbursement procedure for participants funded by the Youth in Action Programme:

1. The amount of the reimbursement will be calculated as follows:
We take the 70% of your travel costs between your hometown and Hollókő, only those costs of which you have the tickets and invoices. From this we will calculate your reimbursement with the €/HUF exchange rate given by the national agency of the Youth in Action Programme.

In case your costs exceed the limits given below, the maximum amount you can get is calculated from the 70% of your allowed limit. Limits are given above. Based on the receipts you give us, we will exchange your costs into euros and from euros to HUF.

In case you want that we exchange your currency directly to HUF, you need to bring an official document, signed and stamped original from the bank or the travel agency, showing the official exchange rate from your currency to HUF of the day when you bought your ticket/visa/insurance.

2. **You will check the calculation and sign a document** stating that you checked and you accept the amount, the bank account number where it will be transferred and that you agree that the bank costs are covered from it and that you will send us back the original tickets, documents and invoices within 1 week from your arrival home.
3. You will **leave with us all the original documents** that you don't need for your journey home. During the training we will make copies of your documents, so that you can still use your ticket for the way home.
4. You **send us back all the original documents** within 1 week from your arrival home.

As soon as we receive all original documents from your country and the money arrives from the National Agency, we send you your reimbursement by bank transfer. We will **do 1 bank transfer/country**, either to your sending organization or to the account of one participant from that country. Bank cost is approx 10€ /transfer from our bank, you need to check yourself if it costs anything from your bank or not. Bank cost will be taken from the amount by the bank. We have no separate funds to cover them, so this bank cost is yours. **For the bank transfers we need these data from each country:**

bank account number, IBAN number, account owner name, bank name and address, SWIFT/BIC code



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