



# Youth Inspires Politics

Erasmus+ KA3 project on policy making

## Info-pack for participants

July 14 – 17, 2019

Trnava, Slovakia

[europskydialog.eu](http://europskydialog.eu)

Coordinated and hosted by



Supported by





## Welcome to Slovakia and our newest event

Dear participant!

It is wonderful to have you join us for these four exciting days! This meeting on youth advocacy, e-participation, and political communication is organised and hosted by the **European Dialogue** (Slovakian NGO). It is supported by the **Erasmus+ programme** through the Slovak National Agency – Iuventa. The local partners are IfeQ / Children and Youth Parliament Charlottenburg-Wilmersdorf (Germany) and National Institute for Social Integration (Lithuania). We hope you are looking forward to participate in this event as much as we are.

Yours,

Denisa Karabová and Martin Maška

In this document you can find all useful information. Please read through it carefully. The programme is being sent to you in a separate document.

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Funded by the  
Erasmus+ Programme  
of the European Union



## Logistics

Our meeting will take place in **Trnava**, not far from the capital city of Bratislava. You are expected to arrive on 14 July and leave on 17 July after 12:00.

The easiest and most economical way to reach Trnava is to fly to Vienna, take a bus from the airport to Bratislava (approx. 1 hour) and then bus or train to Trnava (approx. 30 minutes).

The limit for travel costs is 275 EUR.

Once you have confirmed your participation we can book the tickets for you. We can also talk about travel itinerary individually, and we will also help you to find suitable bus/train itinerary for travel from Vienna to Trnava and back (for example Slovak Lines Express departs from the airport at 15:30).

## WHO IS WHO – IMPORTANT CONTACTS

Denisa Karabová – European Dialogue – coordinator, reimbursements, trainer

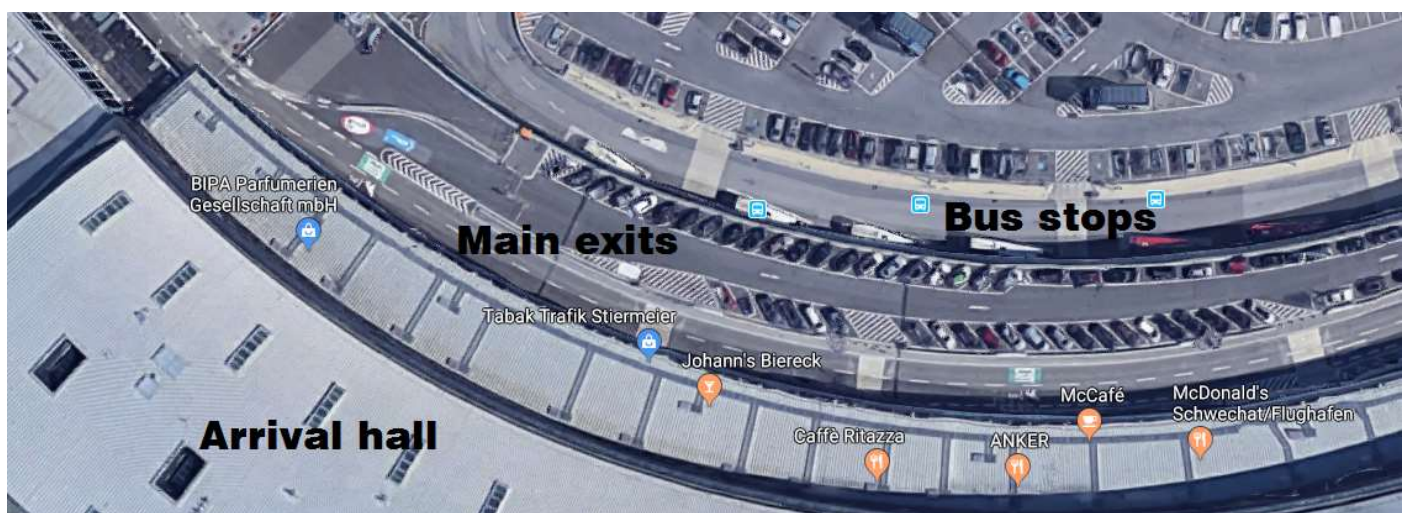
[denisa.karabova@gmail.com](mailto:denisa.karabova@gmail.com) | 00421...

Martin Maška – European Dialogue – content of the training, reimbursements, trainer

[m.maska@youthpress.org](mailto:m.maska@youthpress.org) | 00420...

## BUSES FROM VIENNA AIRPORT

There are several bus companies that go to **Bratislava bus station (Mlynské Nivy)**. You just have to get out of the arrival building and you will see the bus platforms on your right. There is some bus going almost in every 20 min or even often. You can check it out on the websites and even book the ticket in advance, but since you cannot know if your flight won't be delayed, we would recommend you to buy the ticket on bus. Here are some bus companies: <https://www.studentagency.eu/en/>  
<https://www.slovaklines.sk/main-page.html> <https://www.flixbus.sk/>.



The travel takes up to one hour. You get to the Bratislava bus station. From there, you will need to take public transport **bus number 210** to the main train station.

It doesn't stop right in front of the bus station but it is very close though (see map below). The name of the bus stop you have to get off at is **Hlavná stanica (Central Railway Station)**. Don't forget to buy the ticket in the machine outside and then to validate it in the machine inside the bus. Buy the 15 min ticket for 70 cents (the bus ride takes 9 minutes).



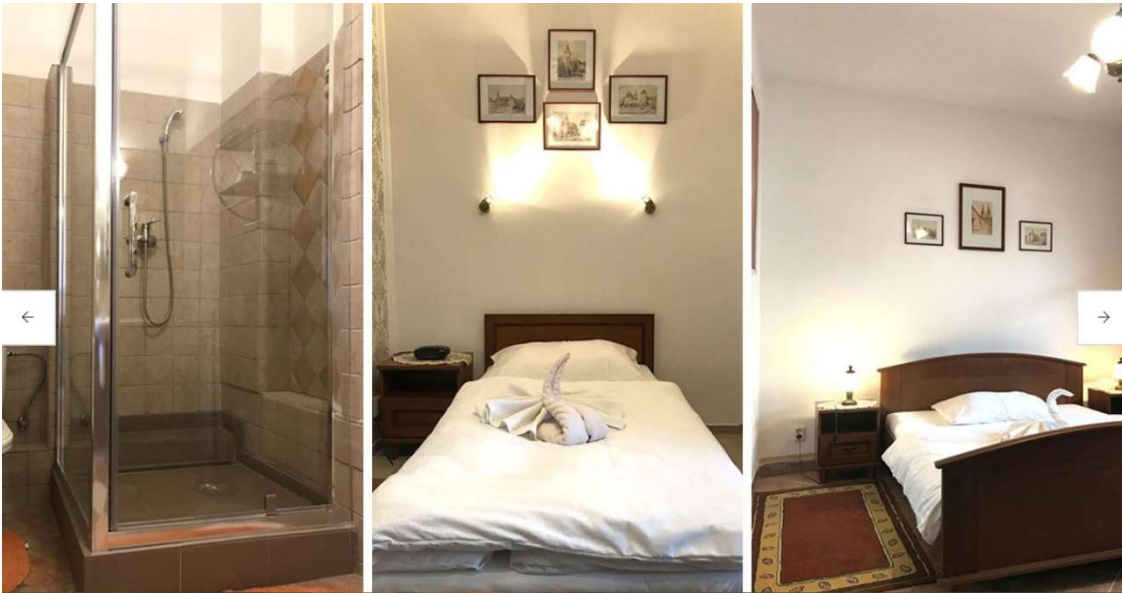
There are trains going to Trnava from the main train stations every 20 minutes, sometimes even more often. Ticket costs up to 2,55 EUR (normal train) or 6 EUR (IC – fast train). If you need any help, let us know. We will also send you concrete train schedules depending on your arrival times.

In Trnava, we will pick you up at the train station.

## Accommodation and hospitality

We will be accommodated in **Hotel Phoenix** situated in the historical city centre of Trnava in shared rooms (either 2 or 3 people per room). The meeting room where the most of the activities will take place will be right in the hotel. Each room has own bathroom. This is the address of accommodation: **Kapitulská 16, 91701 Trnava, Slovakia.**

Here are some pictures:





## **Lunches, dinners, coffee-breaks**

The food will be provided by the organizers (breakfast, lunch, dinner and coffee breaks included each day). We will take into consideration your dietary restrictions that you sent to us prior the meeting in Slovakia.

Any additional refreshments and food are on your own costs.

## Programme

14 <sup>th</sup> July, arrival day	
Until 17:00	Arrival of participants and registration
17:00	Welcoming, ice-breaking and networking
19:00	<i>Dinner</i>
21:00	Informal evening
15 <sup>th</sup> July, activity day	
08:30	<i>Breakfast</i>
09:30	<b>Opening session</b> – welcome speeches by organisers, agenda, house rules
10:00	<b>Introduction (who is who)</b> – participants introduce themselves
10:45	<i>Coffee Break</i>
11:15	<b>Fears &amp; Expectations</b>
12:00	<b>Introduction into the topic</b> – e-participation, structured dialogue, EU Youth Strategy, etc.
13:00	<i>Lunch Break</i>
14:15	<b>Introduction into the topic</b> – EU youth indicators, storypooling method
14:45	<b>Introduction to the YouthMetre and GeoCitizen online tools</b>
16:00	<i>Coffee Break</i>
16:30	<b>Introduction the eSPOONe tools</b>
17:00	<b>Practical usage of e-participation tools</b> – publishing ideas, using surveys.
19:00	<i>Dinner</i>
16 <sup>th</sup> July, activity day	
08:00	<i>Breakfast</i>
09:30	Visit to the city hall of Trnava – meeting with vice-mayor
11:30	Meeting with representatives of the Regional Council of Trnava (VUC)
13:00	<i>Lunch</i>
14:30	<b>Youth advocacy and campaigning I.</b> - how to effectively communicate with decision makers - using e-participation tools
15:45	<i>Coffee Break</i>
16:00	<b>Youth advocacy and campaigning II.</b> - how to effectively communicate with decision makers - using e-participation tools
16:30	<b>Exercise</b> – designing project / campaign
17:30	<b>Practical usage of e-participation tools</b> – publishing ideas and consultations, creating forums, etc.
18:15	<b>Brainstorming next activities</b> - what would be useful from the point of view of participants (in small groups)
19:00	<i>Dinner</i>
17 <sup>nd</sup> July - departure day	
08:00	<i>Breakfast</i>
09:00	<b>Planning next activities</b> - what would be useful from the point of view of participants (plenary discussion)
10:00	<b>Reflections and feedback</b>
11:00	<b>Good-bye session</b>
12:00	Lunch (departures before or after lunch)



## Study visits

We chose the city of Trnava for organizing our first event not just because the European Dialogue is based there, but also because its policies can be considered as a best practice in many ways. We have a very young progressive mayor as well as a head of Trnava Self-Governing Region that are open for eco-based policies and dialogue with youth.

On Tuesday (16<sup>th</sup> July) we will visit a **city hall of Trnava**, where the vice-mayor will host us and we will have a possibility to present the online tools fostering the youth participation and especially the dialogue between youngsters and policy makers. We will hear from the municipality representatives about how the city is doing in terms of involving the youth in the policy-making process. After then there will be a space for discussion and our suggestions based on your experiences from your local levels in your country.

Right after the meeting with vice-mayor we will move back to the hotel where the vice-head of the **Trnava Self-Governing Region** and other representatives will come to have the similar session as mentioned above.

### What to prepare?

It would be great if you can prepare some examples of how your country or cities handle the issue of structured dialogue between policy-makers and youth. Are there any relevant examples of tools to mention? They would like to see how it is in your countries and what we can learn from each other.





# Finances

## Reimbursements

We would like to ask you to bring those documents for reimbursements that you don't need for your return trip **to the registration desk**. You can also hand them in later during the training – each day before beginning of first session. European Dialogue will reimburse **travel costs** (flight + train or bus ticket) **from place of your current residence** up to 275 EUR. Tickets to and from the airport in your country will not be reimbursed.

Although travel costs will be reimbursed, you are expected to make your own travel arrangements as soon as possible after receiving acceptance e-mail. You are expected to take another cheapest route from their place of residence to Trnava and use following means of the transportation:

- Train: 2nd class ticket (normal as well as high-speed trains),
- Flight: return economy-class air ticket or a cheaper ticket,
- Bus,
- Car.

European Dialogue (or your sending organisation) can help you with finding the most suitable travel plan. In justified cases the European Dialogue can book your travel tickets.

If you don't have it already, you are expected to arrange adequate medical and travel insurance. Unfortunately it cannot be reimbursed by organisers.

Please send those documents you need for your return trip **by post to European Dialogue** (reimbursement form and information about address will be given to you at registration).

You are asked to do so **within one month after the training**. Without all documents required we cannot proceed with your reimbursement, so please keep all receipts, invoices, tickets or boarding passes.

## Documents required for reimbursement

### 1. The documents that will be sent to you by European Dialogue:

- Reimbursement form

### 2. Other documents required for reimbursement:

- Invoices, where the price is stated
- Original plane boarding cards/train tickets /bus tickets

For any further details concerning reimbursement arrangements, please write to [denisa.karabova@gmail.com](mailto:denisa.karabova@gmail.com) and [m.maska@youthpress.org](mailto:m.maska@youthpress.org).



## CHECKLIST

Time zone	Slovakia is located in the UTC/GMT + 1 hour
Currency	The currency in Slovakia is Euro - €
Weather conditions	It might rain, so we advise you to take a rain coat/umbrella.

Venue and accommodation	Hotel Phoenix, Kapitulská 16, Trnava, <a href="https://hotelphoenix.sk/">https://hotelphoenix.sk/</a>
Arrivals	Participants are expected to arrive on 14 July, ideally before 17:00.
Departures	Departure will be on 17 July after 12:00.
Emergency contacts	- Denisa: +421...; Martin: +420... - please use these numbers only when you are in Slovakia.
Insurance	Make sure you get a relevant travel and health insurance, if you don't have it yet!
Don't forget as well	<ul style="list-style-type: none"><li>* Shampoo and other toiletries (personal hygiene set)</li><li>* Laptops, chargers, power cables</li><li>* Pocket money - Euros</li><li>* Recent information about your organisation or country</li><li>* Personal Identification documents</li><li>* Ideas for energisers</li><li>* Your good mood!</li></ul> <p><b>You don't have to bring with you</b> bed linens and towels, as they will be provided to you by the accommodation.</p>

Place for your notes ☺