

# TRAINING COURSE IN CZECH REPUBLIC “BE ONLINE”

## BASIC DATA

**Place:** Ivancice, Czech Republic

**Activity dates:** 7.5.-14.5.2016

**Arrival date:** 6.5.2016

**Departure date:** 15.5.2016

**Hosting organisation:** Stredisko volneho casu Ivancice

**Working language:** English

## ABOUT ORGANISATION

Stredisko volneho casu Ivancice is a centre for leisure time activities. It provides a special – interest education and services in the area of upbringing, education and edification for the general public. It works with children, youth and adults. It prepares for them hobby groups, occasional and open events, holiday and spontaneous activities. It establishes Youth clubs and Information Youth Centre. It participates in national and international projects. It hostes EVS volunteers from 2009.

## SUMMARY OF THE PROJECT

This training course is aimed at the basic principles and methods of work with camera and recording movies and the participants will learn the different possibilities how to use video in the promotion, how to use emotion, atmosphere and other methods of recording movies.

The basic fields of the project:

- practical trainings combined with theoretical blocks of basic principles and methods for working with video
- thematic workshops and work procedures in the creation of videos under different conditions
- proper camera settings
- how to avoid mistakes

## PARTICIPATION

**Countries:** Slovakia, Hungary, Portugal, Spain, Bulgaria, Romania, Poland, Turkey, Italy, Czech Republic

**Number of participants:** 2 participants (over 18 years old) from each country, gender balance

## THE GROUP/PROFILE OF PARTICIPANTS

The project is intended for youth workers who want to improve their competences in the area of trendy multimedia activities, work with audiovisual equipment and want these new competences use during youth work. The training course is intended for video-editors (beginners).



## WHAT TO BRING WITH YOU

- information about your sending organisation (if you have materials you want to share, present, introduced, for promoting it or making new partnerships), each couple will prepare short presentation about their sending organisation
- prepare one interesting activity/game for the whole group
- traditional food or drinks for intercultural evening
- camera for recording and its accessories
- laptop (if it is possible)
- passport and/or ID cards
- health documents and/or medicines (if needed)
- comfortable clothes and shoes, slippers
- if different electricity systems, adapted plugs
- mobile chargers
- good mood and energy 😊

## TASK TO BE DONE BEFORE

- **fill in the form of application and send it till 15.4.2016**
- book travel arrangements, ensure short-term visa (if necessary) and insurance

## TRANSPORT

**Arrival date:** 6.5.2016

**Departure date:** 15.5.2016

It is tolerated **ONLY 2 DAYS** before and after the **ACTIVITY DATE** for the travelling to the place of the training course and back.

**The supposed meeting point is 6.5.2016 at 5 pm in BRNO – bus station Grand Hotel.**

### Travelling by plane

You can come to:

- Prague – Vaclav Havel Airport
- Brno – Turany Airport
- Vienna – Schwechat Airport

From Prague and Vienna to Brno you can use buses of Student Agency. You can book at [www.studentagency.eu](http://www.studentagency.eu).

If you come to Brno Turany airport, we will pick up you at this airport.

### Travelling by bus and train

You have to reach Brno – bus station Grand Hotel. You can come to the central railway station, the bus station Grand Hotel or bus station Zvonarka.

### Travelling by own car

You have to reach Ivancice, Zemedelska 2 at about 6 pm.



## REIMBURSEMENT TRAVEL/VISA COSTS

Our organization reimburses the travel and visa costs based of actual costs. Travel costs to the maximum which is determined by the European Commision and visa costs by 100% to the maximum of the project budget.

Country	Maximum travel costs for one participant
Slovakia	180 Euro
Hungary	180 Euro
Portugal	360 Euro
Spain	275 Euro
Bulgaria	275 Euro
Romania	275 Euro
Poland	180 Euro
Turkey	275 Euro
Italy	275 Euro
Czech Republic	0 Euro

Country	Maximum visa costs for all group
Turkey	360 Euro

### We will reimburse on the basis of these rules:

- the travel costs will be reimbursed to the bank account of the participant within one month after receiving all travel documents and filling in the final report
- the travel costs can be reimbursed in cash in CZK on the spot if the participant submits all travel documents
- the travel costs can be reimbursed if the travelling dates correspond with the date of **ACTIVITY DATE** (it is tolerated **ONLY 2 DAYS** before and after the **ACTIVITY DATE** for the travelling to the place of the training course and back)
- the travel documents are: plane tickets, invoices, boarding passes, **ORIGINAL** or electronic bus/train tickets
- the postage and bank charges are borne by the participant

### In the case of travelling by own car:

- the travel costs will be reimbursed based on the actual mileage (times) the price per liter of fuel (times) the average consumption per 100 kilometers (divided) 100
- the travel documents are: confirmation of driver about the mileage, large technical card of the car where is written the average consumption per 100 kilometres and the fuel bill **BEFORE** the journey

### Visa costs

- the visa costs will be reimbursed after receiving all visa documents together with the travel costs
- the visa documents are: **ORIGINAL** bills, **ORIGINAL** or electronic bus/train tickets, invoices

Czech Republic is in a Shenghen zone, so you need to apply for the short-term visa beforehand. **Invitation letters will be prepared as soon as we receive an application from Turkish participants.**

### ACCOMODATION AND FOOD

The participants will be accommodated in our organization. At the disposal 2, 3, 4, 5 beds-rooms, WC and showers are common in the corridor, WIFI in the training room, towels, bed linen. Meals will be standard for all the participants (breakfast, coffee – breaks, lunch, dinner). Any special requests regarding the meal (e.g. vegetarian, allergies, special diet) should be communicated to the host organization before the start of the activities. Accommodation, meal and activities costs are entirely covered by the host organization



### HEALTH INSURANCE

The health insurance is not provided and will not be reimbursed from the grant. All participants are strongly advised to purchase private travel instance.

### CONTACT

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