



Erasmus+ KA1 Training on Digital Competences



Info Pack

Larnaca, 7-13 November 2021



Dear participants and future friends, here you can find practical information about the training course

“**VIRTUAL YOUTH WORK**”, which will take place in Larnaca, Cyprus.

Duration of the training course: 7 days for training and 2 days for travelling.

Arrival: Saturday 06 Nov 2021.

Training dates: Sunday 07 Nov 2021- Saturday 13 Nov 2021.

Departure: Sunday 14 Nov 2021.

The number of participants: 30. Each partner will be represented by 3 delegates.

Age of participants: 18+

COVID-19: ONLY VACCINATED PARTICIPANTS will be accepted.

PARTNERS

SEAL CYPRUS, Cyprus (Coordinator) www.sealcyprus.org

EUROTEAM CZECH REPUBLIC, z.s., Czech Republic

Asociacija “Aktyvus Jaunimas” (Active Youth), Lithuania

INSTITOYTO KOINONIKIS KAINOTOMIAS KAI SYNOXIS (Fifty-Fifty), Greece

ASOCIATIA A.S.E.L. RO, Romania

ADEL Slovakia, Slovakia

MTU Islander, Estonia

Association “WalkTogether”, Bulgaria

EPEKA, Slovenia

Gemeinsam leben und lernen in Europa e.V., Germany

PARTICIPATION FEE

The participation fee is **30 euros**, and you have to pay it in cash on the first day of the training during your registration. There is no participation fee for the members of SEAL CYPRUS.

INSURANCE

Travel and accident insurance is the responsibility of the participants. You are advised to buy travel and accident insurance during your travel and your whole stay in Cyprus. Please do not forget to arrange your travel insurance, including the responsibility insurance (in case of causing third-party damage).

Health insurance is not provided by the organizers; the citizens of the European Union are entitled to the European Health Insurance Card. All the participants are strongly advised to bring the European Health Insurance Card with them.

From our side, SEAL CYPRUS will purchase insurance for the whole duration of the training with a local company.



ACCOMMODATION

LOCATION

The training course venue is [Hotel Flamingo](#) in Larnaca, in the Mackenzie area, very close to the airport of Larnaca. Mackenzie is a beach full of nightclubs, café and restaurants.

See more pictures of the hotel [here](#).

Address: Piale Pasa 152, Larnaca 6028, Cyprus
<https://goo.gl/maps/E6S4186v2RDxAU4d8>

When out of the hotel, if you take the pedestrian street to the right, you can find Mackenzie beach in 1 minute!



CHECK-IN & CHECK-OUT

Check-in after 14:00 on Saturday 06 November.

Check-out at 12:00 on Sunday 14 November.

If you arrive earlier or depart later than these times, you can leave your luggage at the hotel.

The hotel reception works 24 hours.

DINNER & LUNCH ARRANGEMENTS

You will be able to choose from a buffet all the meals at the hotel: breakfast, lunch and dinner.

If you have dietary restrictions, it is up to you to choose what is suitable for you to eat.

Dinner will be offered on the arrival day.

IMPORTANT NOTE: The dinner time is 19:00- 21:30. If you arrive later, dinner will not be served to you and it might be difficult to find something nearby. Please take this into consideration. You may want to buy a snack at the airport or bring something with you.

On the departure day (Sunday), only breakfast will be offered as 12:00 pm is the check-out time for everyone.

ROOMS

The rooms will be fully stocked with everything you may need. Towels are changed every 2 days, bed sheets every 3 days. In your room, you can find a small hair-dryer, a small fridge. The rooms are very close to the seminar room (where the training will take place).

You will most probably share your room with participants from other countries. You will not be allowed to change rooms after your arrival. If for some personal reason, you want to share it with a specific participant, you have to let us know as soon as possible.



TRAVEL INFORMATION

It is your responsibility to check and prepare needed COVID-19 travel documents. **PLEASE NOTE** that we will only accept the participants, who have been fully vaccinated against COVID-19!

For travelling to Cyprus, please check [Cyprus Flight Pass](#) for the information regarding COVID-19!

TRAVEL REIMBURSEMENT

To help us reimburse you (pay you back) for your travel expenses, you are kindly requested to bring with you:

- Original tickets (bus, train, flight) and receipts/ invoices where the price is noted.
- Original boarding passes. You will need to give us the boarding passes either in hard copy or in printed .pdf.

WE WILL NOT REIMBURSE FLIGHTS LOST DUE TO PARTICIPANT'S FAILURE.

Please make sure you are on time at the airport and have all the needed travel documents.

You will be asked to fill an Excel form to record all your expenses. We will send you the form with instructions.

Only participants who will attend fully to the training will be paid back.

The payment will be made via bank transfer once we have the originals of all the transportation papers, including the ones from the return trip. It will be done in EUR, regardless of the currency on the receipt.

Only public transport and taxi (for late-night transfers) will be reimbursed.

TRAVEL BUDGET

The travel budget per person will be reimbursed up to:

Bulgaria, Greece, Romania, Slovakia, Slovenia: **275 euros**.

Czech Republic, Estonia, Lithuania, Germany: **360 euros**.

AIRPORT

You are strongly advised to arrive at **LARNACA airport (LCA)**.

Before buying the tickets, please send us the itinerary proposal at info@sealcyprus.org.

After you receive confirmation from our side, you will be able to buy the tickets. We are not responsible for the tickets bought without our approval, and they might be not reimbursed.

EARLY ARRIVAL OR EARLY DEPARTURE

If you want to spend more time in Cyprus, you should keep in mind that the Cyprus National Agency for Erasmus+ accepts the participants to stay for 2 extra days, either before **OR** after the training course.

FROM LARNACA AIRPORT TO THE HOTEL

Larnaca airport is only 2,5 km from the hotel.

From Larnaca airport, the most convenient way to go to the hotel is with bus number **425** that stops outside the Flamingo hotel in McKenzy (McKenzy 2 bus stop).

<http://www.cyprusbybus.com/RouteDetails.aspx?id=106>

<https://publictransport.com.cy/routes/page/routes-and-timetables>

Make sure you are checking the timetable for the correct day (Saturday) as the schedule might differ.

Remember to ask - Larnaca is a small place, everyone knows the hotel and the bus drivers are very friendly.

The taxi cost is generally not covered, but we will cover the cost if you arrive/depart in the middle of the night.

The cost is 15 euro for a max of 4 persons (the price is the same for daytime and nighttime). Please confirm the price with the driver before you get in the taxi. One website with fixed prices is

<http://www.mycypruscab.com/price-list>.

FROM PAPHOS AIRPORT TO THE HOTEL

This travel option is not recommended; too complicated to get to Larnaca and no bus services in the afternoon.

There are two options:

- Travel Express (<http://www.travelexpress.com.cy/>), which is a minibus and operates from 06:00 – 18:00. Please note that you have to book a seat in advance.
- Kapnos Airport Shuttle (<http://www.kapnosairportshuttle.com/paphos?locale=en>), which has later, but not frequent departures. Also better to book in advance.

Please check the prices and choose the cheapest one. The travel express will bring you to the venue (after probably changing shuttle bus in Limassol), while with Kapnos, you will have to take another bus from the central station in Larnaca to the venue (Flamingo Hotel in Mackenzie).

Again, remember to ask, Larnaca is a small place, everyone knows the hotel and the bus drivers are very friendly.

PRACTICAL INFORMATION

MONEY

The currency in Cyprus is Euro. Please BRING EUROS because it will be impossible to exchange your currency in Cyprus. All costs regarding the training will be covered (hotel and food). You will need to cover your personal expenses.

If you are coming earlier or leaving later, you will have to pay for your food and accommodation.

ELECTRICITY- PLUGS

Electricity in Cyprus is the same as in the UK – 240 volts, with a 3-pin electrical plug socket. We will provide you with electrical adaptors to charge your computers in the seminar room. If you happen to own an adaptor, then bring it with you.



WATER

The water from the tap is not drinkable. We will have water in the training room and the restaurant. If you wish for more water, you will have to buy it from the mini-shop next to the hotel.

WHAT TO BRING

A laptop! If you do not own a laptop, you should check with the other participants from your country and make sure you will bring at least one laptop to the training course.

Smart-casual clothes, because we will have official visits during the training course.

Comfortable clothes and shoes for outdoor activities. Keep in mind that the hotel is on the beach. Do not forget your swimming suit and your own towel if you are brave enough to try the sea (the pool will be closed for the winter).

Food and drinks representing your country for 30 people for the international buffet. There will be a fridge in your room.

Information material about your country, your organisation, and your culture. Video or a presentation of your organisation and your country. It would be great if you could bring posters, brochures, promotional material.

Personal reusable water bottle, cup or thermos so as to create as little plastic cups garbage as possible. Moreover, drinks are not allowed in the seminar room unless in a thermos or a bottle. Let's be environmentally friendly :)

Medication. Don't forget to take with you any medication you might need during your stay.

REPORTING & VISIBILITY

Erasmus+ requires activities for the dissemination (this means promotion and visibility) of the project.

During the activity, we will take photos and videos to be published on the partners' media, such as websites, social media or other visibility and promotional material. If you do not wish to be part of these publications, you have to contact the organisers.

As you understand, you are going to have an important role in the publicity of the project in the media and social media.


Let others know more about the project by tagging it!

#VirtualYouthWorkEU



SEAL CYPRUS

@sealngocy · Non-governmental organisation (NGO)

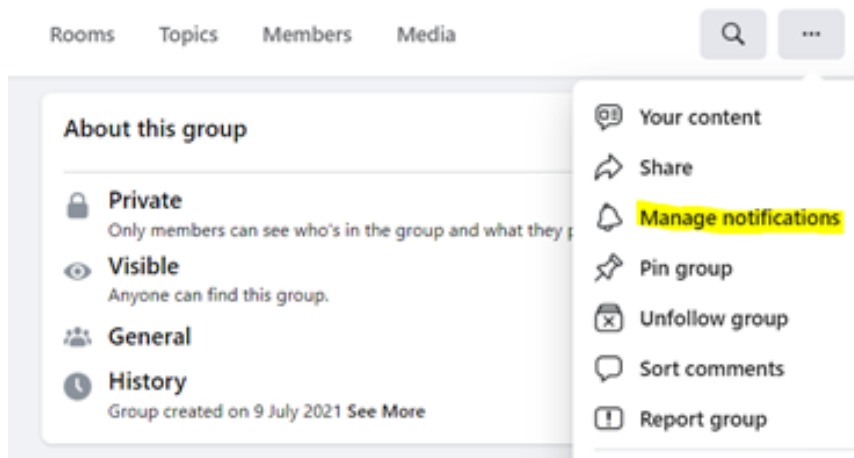
 Following

WE ARE ONLINE!

We have created a Facebook Group where the selected participants will communicate with one another as well as with the trainers and the organiser. Drop a line to introduce yourself!

<https://www.facebook.com/groups/virtualyouthworkeu>

We are going to use the Group to communicate, so make sure you have turned all notifications on following the example:



The webpage where we present the training is:

<https://sealcyprus.org/our-projects/virtual-youth-work/>

Follow us on Facebook: www.facebook.com/sealngocy

To mention our organisation on Facebook, please type the mention [@sealngocy](#)

The hashtag of the project is [#VirtualYouthWorkEU](#)

Please use it for all your posts/tweets about the project.

CONTACT INFORMATION

Please, send your application form to your organisation. Here is the list of the organisations and their contact information:

PARTNER	COUNTRY	PHONE	EMAIL
SEAL CYPRUS	Cyprus	+357 99 308527	sealcyprus@gmail.com
EUROTEAM CZECH REPUBLIC, z.s.	Czech Republic	+420 737 177 021	froma@seznam.cz
ASOCIACIJA "AKTYVUS JAUNIMAS"	Lithuania	+37064331871	info@activeyouth.lt
INSTITOYTO KOINONIKIS KAINOTOMIAS KAI SYNOPSIS (Fifty-Fifty)	Greece	+302310433434	info@fifty-fifty.gr
ASOCIATIA A.S.E.L. RO	Romania		info@asel.ro
ADEL Slovakia	Slovakia	+421902582788	apply@adelslovakia.org
MTÜ ISLANDER	Estonia	+3725228289	estislander@gmail.com
Association "WalkTogether"	Bulgaria	+359886969670	walktogetherbulgaria@gmail.com
EPEKA	Slovenia	+38630610606	epeka@epeka.si info@romani- kafenava.si
Gemeinsam leben und lernen in Europa e.V.	Germany	+49-851-2132740	info@gemeinsam-in-europa.de

USEFUL LINKS & MENTIONS FOR VISIBILITY

We have listed the partners' Facebook Pages and their mentions to make it easier for you to refer to your experience and the partners who have provided you with this training opportunity.

PARTNER	COUNTRY	WEBSITE	FACEBOOK LINK	FACEBOOK MENTION
SEAL CYPRUS	Cyprus	www.sealcyprus.org	www.facebook.com/sealngocy	@sealngocy
EUROTEAM CZECH REPUBLIC, z.s.	Czech Republic	https://euroteam-cz.webnode.cz/	https://www.facebook.com/euroteamCZ	@euroteamCZ
ASOCIACIJA "AKTYVUS JAUNIMAS"	Lithuania	www.activeyouth.lt	https://www.facebook.com/activeyouthlt	@activeyouthlt
INSTITOYTO KOINONIKIS KAINOTOMIAS KAI SYNOXIS (Fifty-Fifty)	Greece	http://www.fifty-fifty.gr/	https://www.facebook.com/FiftyFifty.gr/	@FiftyFifty.gr
ASOCIATIA A.S.E.L. RO	Romania	https://asel.ro/	https://www.facebook.com/Association-for-Social-Economy-and-Lifelong-Learning-ASEL-RO-109375197386449	@Association-for-Social-Economy-and-Lifelong-Learning-ASEL-RO-109375197386449
"ADEL Slovakia	Slovakia	www.adelslovakia.org	https://www.facebook.com/ADELSlovakia/	@ADELSlovakia
MTÜ ISLANDER	Estonia	https://estislander.wordpress.com/	https://www.facebook.com/estislander/	@estislander
Association "WalkTogether"	Bulgaria	http://associationwalktogether.eu/	https://www.facebook.com/associationwalktogether/	@associationwalktogether
EPEKA	Slovenia	https://epeka.si/en/	https://www.facebook.com/epeka.slovenia	@epeka.slovenia
Gemeinsam leben und lernen in Europa e.V.	Germany	https://gemeinsam-in-europa.de/	https://www.facebook.com/Gemeinsam.in.Europa	@Gemeinsam.in.Europa