



TOT-ARE

Training of Trainers Against Radicalization and Extremism

9th - 17th July 2024
Senigallia, Italy

SUMMARY OF THE PROJECT:

The training course "TOT-ARE Training of Trainers Against Radicalization and Extremism" aims to create a human centred space where young people can get familiar with non-formal learning essentials and inspire them to get involved in education activities based on experiential learning within youth work contexts. It is a project born from the need to empower young people who want to be active in their community as facilitator through non formal education methods. During the project the participants will learn the basic elements of facilitation and how to plan, organise and run a session/workshop through practical group works and case studies, in order to engage young people of their community in a non violent, non directive, participatory and agile approach and attitude towards learning.

The objectives of this project are:

- Create awareness and understanding of the fundamentals within non-formal learning processes (experiential learning, peer learning, participative learning, agile learning, self-directed learning)
- To gain competences necessary to lead learning activities of individuals and groups (facilitation, intercultural, group learning dynamics mediation, presentation, facing challenges, divergence, ethics, communication)
- To create ownership on tools and methods used within learning processes that enhance the learning curve of individuals and groups
- To inspire a non violent, non directive, participatory and agile approach and attitude towards learning
- To practice learning outcomes in a safe environment
- To create an action plan for future workshops
- To create a network of young people interested in the Programmes of Erasmus+ and ESC with opportunities to collaborate.

ACTIVITIES:

The training will last for 9 days and will be held in Senigallia (Italy) on 9th - 17th July 2024. Before the training, there will be online preparation with the selected participants in order to meet the group and start to work about some relevant practices on the topic: introduction and presentation to the project, expectations and contributions, methodology and team-building activity, preparatory materials.



PROFILE OF PARTICIPANTS:

This project is recommended for participants with the following profile:

- Young people active in their community or NGO
- At least basic experience of Erasmus+
- Interested in developing new local youth initiatives
- Wish and ability to participate fully in the event
- Good level of English to actively follow the activities and to contribute to them
- Age: over 18 years old

GENERAL RULE: CURRENT ESC VOLUNTEERS CANNOT TAKE PART TO THE PROJECT AS IT WOULD BE DOUBLE FUNDING.

In order to respect the needed profile, **we kindly ask each partner organization to do a pre-selection** of the participants interested in this project, checking if their profiles match with the one required by this project in order to identify the best beneficiaries, and keeping in mind that the project is primarily directed to the own NGO staff members / active volunteers.

After the deadline we will inform if they are selected or not, according to their profile.

TIMING DEADLINE:

- 1.** By 9th June: deadline to send the Participant Form through this online form:
<https://forms.gle/3uHxUwW9cR5aV9LS9>
- 2.** By 16th June: Selected participants will be informed

DON'T BUY TICKETS UNTIL WE GIVE CONFIRMATION



WHAT TO BRING:

- Materials to present your NGO (brochures, video, gadgets etc...)
- Refillable bottle
- Food & drinks, music and games, for the Cultural Evening

FINANCING RULES:

This project is financed by Erasmus+ Programme. Being selected for this course, all costs (accommodation, travel, visa, etc.) relevant to participation in the course will be covered.

Accommodation, meals and working materials are provided by the organisers. Travel costs to the venue and back will be reimbursed up to the maximum of the amount indicated by the distance calculator provide by the EC (see the Travel costs max reimbursable below).

TRAVEL COSTS MAX REIMBURSABLE

COUNTRY	PARTICIPANTS	MAX REIMBURSABLE
Italy	3	23 € per person
Cyprus	3	275 € per person
Germany	3	275 € per person
France	3	275 € per person
Greece	3	275 € per person
Hungary	3	275 € per person
Poland	3	275 € per person
Portugal	3	275 € per person

For further information about reimbursement, check Travel Reimbursement Rules (page 5).

TRAVEL DETAILS

The **ARRIVAL** day is Tuesday 9th July 2024. **Be in Senigallia before 19.00.**
The **DEPARTURE** day is Wednesday 17th July 2024 after breakfast.

It's not possible to arrive later than 9th July 2024 and depart before 17th July 2024.

Extra-days: following the guidelines of the Erasmus+ programme the travel must be realised by the participants in proximity to the project's dates (meaning that the travel cannot start before 7th July, and the return flight cannot end after 19th July).

In case of longer stay the travel might not be reimbursed.

Food and accommodation for extra-days will not be covered by the organizers.



ACCOMMODATION:

The project will be held in a hotel in Senigallia.

Participants will be accommodated in double room.

The hotel provides full board (including coffee breaks), towels and bed linen.

The Seminar room is in the same building.

We strongly recommend participants to inform the organisers about any special needs such as dietary, vegetarian or any other kind of special needs

HOW TO GET TO SENIGALLIA:

1. Flight

The main and better connected airports to Senigallia in Italy are Bologna, Milan and Rome. **Bologna (BLQ) is the nearest** and best connected, there is a train every hour. It takes about 2,5 hours to arrive to Senigallia

2. Train (For those landing in Bologna airport)

When you land at Bologna airport, you will find the train connection from airport to Bologna train station, the Marconi Express, here you can find more info and buy your tickets: <https://bit.ly/35iemnx> (<https://www.bologna-airport.it/en/passenger-airport-guide/transfer-from-and-to-the-airport/train-to-the-city-centre/?idC=62594>)

At the railway station, you have to catch a train to Senigallia, it takes around 2,5 hours. You can buy the ticket at the ticket office (or machine) in the railway station or online on the web site of the Italian Railway Company www.trenitalia.com (it's a multilingual web site). **We suggest to buy it online before the arrival!**

Once you buy your ticket, **please send us a whatsapp message to the number: +39 353 465 2893** to inform about arrival time in Senigallia or for any emergency.



TRAVEL REIMBURSEMENT RULES

Travel reimbursement criteria:

- Most economical criteria: you have to find the most economic transport fares.
- Taxi will be reimbursed only in particular cases to be agreed with us in advance.
- Extra-days: following the guidelines of the Erasmus+ programme the travel must be realised by the participants in proximity to the project's dates
- Maximum Reimbursable limit: each country has a budget limit reimbursable, please, check it in the respective section of this infopack.

Please contact us before buying your ticket, and wait for our confirmation.

Flight reimbursement:

To obtain the reimburse of your flight you need to keep all your boarding passes and provide an invoice from the Travel Agency / Flight Company that must contain the following data:

- Has to be clearly written in English and not handwritten.
- There must be written "paid"
- Date, place and number of the Invoice
- The name and surname of the passenger
- The full details of the flight (departure/destination and travel days)
- The total amount of the flight

We will not assure the reimbursement if the invoice does not contain all the elements.

Tickets (bus, train):

They can be reimbursed only if they're legally valid documents.

They must contain clearly the price and the dates. If these info are missing, please, ask to the responsible of the service to add it and put their stamp to validate it.

Reimbursement:

Only original tickets and flight complete with boarding pass will be reimbursed.

Please keep all the bus, train and airplane tickets, including boarding pass as well. Expenses will be calculated in Euro and the reimbursement will be paid in Euro.

Reimbursement will be done by bank transfer after receiving the original tickets and boarding passes by post (We suggest you to scan them before to send them to us.)

Lost or missing tickets will not be reimbursed