



Erasmus+

This project is funded by the European Union.

**Inclusive employability and entrepreneurship
youth work for sustainable future**

INFOSHEET

Training course

incEEyw4sf



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Dear participants,

We are sending you some important information about the activity, logistic and accommodation for our training course activity. Good luck with travelling and looking forward to seeing you soon!


Meeting point:

Meeting point: Three Little Pigs Hostel – Berlin Mitte

Stresemannstraße 66, 10963 – Berlin Mitte Tel.: +49 (0) 30 26395880 info@three-little-pigs.de
<https://www.three-little-pigs.com>


How to arrive to the meeting point from:

- *Airport TEGEL (TXL)*

Catch the  **Bus TXL** direction S+U Hauptbahnhof (in front exit airport arrivals) and get off at Berlin Central Station (5 stops), then change for **Bus M41** direction Sonnenallee/Baumschulenstr. and get off at S Anhalter Bahnhof station (4 stops). The Hostel is 2 min walking from the Bus stop. You will find the Hostel in the back courtyard of the building complex.

You have to buy tickets for A B zone.

- *Airport SCHÖNEFELD (SXF)*

From airport exit, walk towards the  **Bahn Station** (Train Station) it will take you max. 8 min walking. Catch the **Train S45** direction S Südkreuz Bhf, and get off at Berlin Südkreuz station (11 stops). Change for **Train S25** direction S Hennigsdorf or **Train S2** direction S Buch (both same platform), and get off at S Anhalter Bahnhof Station (2 stops). Exit the station following signs to Stresemannstrasse/Martin-Gropius-Bau. Cross the road at the traffic lights and walk approx. 200m straight ahead to the Three Little Pigs Hostel. You will find the Hostel in the back courtyard of the building complex.

You have to buy tickets for A B C zone.

If you have any questions, please feel free to contact me at any time.

How to buy the single ticket.

You can download the app **BVG tickets**  or buy directly on Ticket machine 

The ticket machine offers you many different operational languages so you can choose what the most suits you.



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Tegel Airport:

<https://www.youtube.com/watch?v=JgdjxUVvEq0> (BVG yellow machine) – Validate your ticket before travel.

Schönefeld Airport:



On the red ticket machine

Point of departure: Schönefeld airport / Schönefeld flughafen. Destination: Kurfürstenstr. (U) Berlin.

<https://www.youtube.com/watch?v=MmLZl5v3pg>

Main info about public transport - <https://www.youtube.com/watch?v=zihPIp-ElqY>

We are expecting you on the 14th of March 2020 in the afternoon (between 15:00 and 17:30 o'clock). Welcome program will start at 18:00.

The departure is envisioned for the morning on the 22nd March 2020.

Participants are expected to attend the full duration of TC (14th – 22nd March 2020).

How to get here

For all information about booking your tickets and coming to Berlin you need to be in contact with Daniel Medeiros (contact info is below). We are kindly asking you to choose the ecologically and economically friendly means of transport, if possible.

Please remember that we expect you to arrive before/for dinner time on the 14th of March and stay until breakfast on the 22nd of March when choosing your arrival/departure times. Please confirm your participation to us and send us your planned travel details in the email as soon as possible.

Travel reimbursement

Travel costs will be reimbursed only for the cheapest way of transport and for the return tickets. Travel expenses are covered by the organizers 100% up to the maximum of unit cost per distance calculator and means of travel, including bank transfer and other appropriate fees (for all the original tickets and ways of travel that are plane, bus, train or ferry, NOT taxi and NOT car).



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For distances less than 500 km one way (by Distance Calculator | Erasmus+), the preferable means of transport are land transportations, such as train and/or bus. If other mean of transport is selected for such travels, e.g. airplane, those will be reimbursed 60% of airfare, in accordance with the principle of environmental awareness and protection.

Participants must keep all travel documents (tickets, travel agency invoices and boarding passes) as organizers are able to make any reimbursement only on the bases of presented documents!

The travel reimbursement will be done by bank transfers after you return home and send us the **ORIGINAL** boarding passes and tickets (and **after** you submit/send us the filled in evaluation forms of the training course) or in **cash** if you have all tickets at spot. When you are buying a ticket, ask for additional bill as well, if possible!

Further Rules regarding the booking of the tickets and reimbursement:

- Only the cheapest tickets will be reimbursed. We will not cover tickets with the deviation from the direct route (A → B → A), extra unnecessary stops and layovers. We don't cover seat reservation fees, leisure plus tickets, flexible tariff tickets, extra travel insurances, priority boarding fees, local bus baggage, handwritten tickets or bianco nota bills.
- Only tickets purchased online will be reimbursed. We can't cover travel agencies' fees. Travel agencies invoices for the tickets won't be accepted for reimbursement.
- We can't reimburse taxi or private cars; only public transport will be covered.
- You can arrive 2-3 days before the activity and depart 2-3 days after if you want to spend more time in Berlin on your own, provided that the tickets on these days are not more expensive than on the official travel days.

Please don't buy your tickets before we approve them! When you plan your trip and **BEFORE** buying your tickets, especially if your planned travel itineraries are different than **14th – 22nd of March 2020**, please inform us in advance, so we can approve your tickets and travel costs.

Also, if you travel from elsewhere than the town and country of the sending organisation partner in this project, please, inform us, as we need to approve it as well. Thanks a lot, in advance!

Practical information

In Germany (**DE**) currency is EURO (€). So upon your arrival to **Germany** you have to change money. This shouldn't be a big problem as there are ATM and exchange offices (German Banks does not deal with cash) every corner and our staff will help you find one. There are no big differences in exchange rates between different exchange offices – except sometimes at the airport and hotels - so you don't have to be afraid of “losing money”!

Please check your country current exchange rate in Euro.



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Accommodation

The accommodation offers a self-service buffet at Breakfast, Lunch package (drink, snacks, vegetable or fruit) and self-service buffet at dinner. If you have any questions about the meal, please ask the hostel staff and they will be happy to help you.

The hostel is located in the centre of Berlin. (Berlin-Mitte).

In order to organize a specialty evening and some tasty intercultural learning, you are very welcomed and invited to bring some specialties from your country or region (food, drinks, candies...). Music, games, photos and other are also welcome. Also, please bring some promotional material of your organizations and information about the project's organisation is having. If possible, bring some sport/casual clothes as well, as we can exchange some games from our countries, at least for energizers.

Important note:

The Hostel does not provide TOWELS, so you are welcome to bring them with you. Otherwise, the reception desk has a few towels available for hire for EUR 1.00/piece.

Contact information

For planning of your travel and arrival you are directed to contact with Daniel Medeiros who is in charge for administration.

In case of any problem during your travel or if you need any further information please don't hesitate to contact us!

Daniel Medeiros

+49 176 4333 0623 (WhatsApp Viber Telegram)

daniel@youth-power.org



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OVERVIEW PROGRAMME:

<i>DAY 1 / 14th March 2020 / Saturday</i>	
AM	Arrival of participants
PM	Introduction (participants, team, organisations, programme); Group building
evening	Welcome evening
<i>DAY 2 / 15th March 2020 / Sunday</i>	
AM	Intro to Youthpass; Participants' expectations towards the TC and their contributions; Group agreements
PM	Country realities on unemployment and entrepreneurship of youth / Exclusion vs Inclusion
PM	Daily Evaluation and Reflection round
evening	European evening
<i>DAY 3 / 16th March 2020 / Monday</i>	
AM	Our target groups – youth with fewer opportunities / Consequences of fewer opp. / Understanding “disadvantage”
PM	Non-formal education in role of improving entrepreneurial and self-employment skills
PM	Daily Evaluation and Reflection round
evening	Our youth work - movies from the organisation
<i>DAY 4 / 17th March 2020 / Tuesday</i>	
AM	Self-directed learning and recognition of personal (entrepreneurial) skills
PM	Towards Solutions – where does youth entrepreneurship fit / Sharing good practices
PM	Daily Evaluation and Reflection round
<i>DAY 5 / 18th March 2020 / Wednesday</i>	
AM	EU and social inclusion and employment policies – influence on countries (EU vs non-EU)
PM	Employment and employability related needs of socially excluded and marginalised groups
evening	Exploring the city of Berlin
<i>DAY 6 / 19th March 2020 / Thursday</i>	
AM	Developing strategies for employability and entrepreneurship youth work activities and programmes for inclusion
PM	Strategic thinking in defining inclusive employability and entrepreneurship youth work activities
PM	Daily Evaluation and Reflection round
<i>DAY 7 / 20th March 2020 / Friday</i>	
AM	Erasmus+ programme as contribution to competences of youth / Development of new projects
PM	Development of plans for implementation of follow-up activities
PM	Daily Evaluation and Reflection round
<i>DAY 8 / 21st March 2020 / Saturday</i>	
AM	Consultations and open space
PM	Youthpass ceremony and final evaluation of the training course
<i>DAY 9 / 22nd March 2020 / Sunday</i>	
AM	Departure of participants