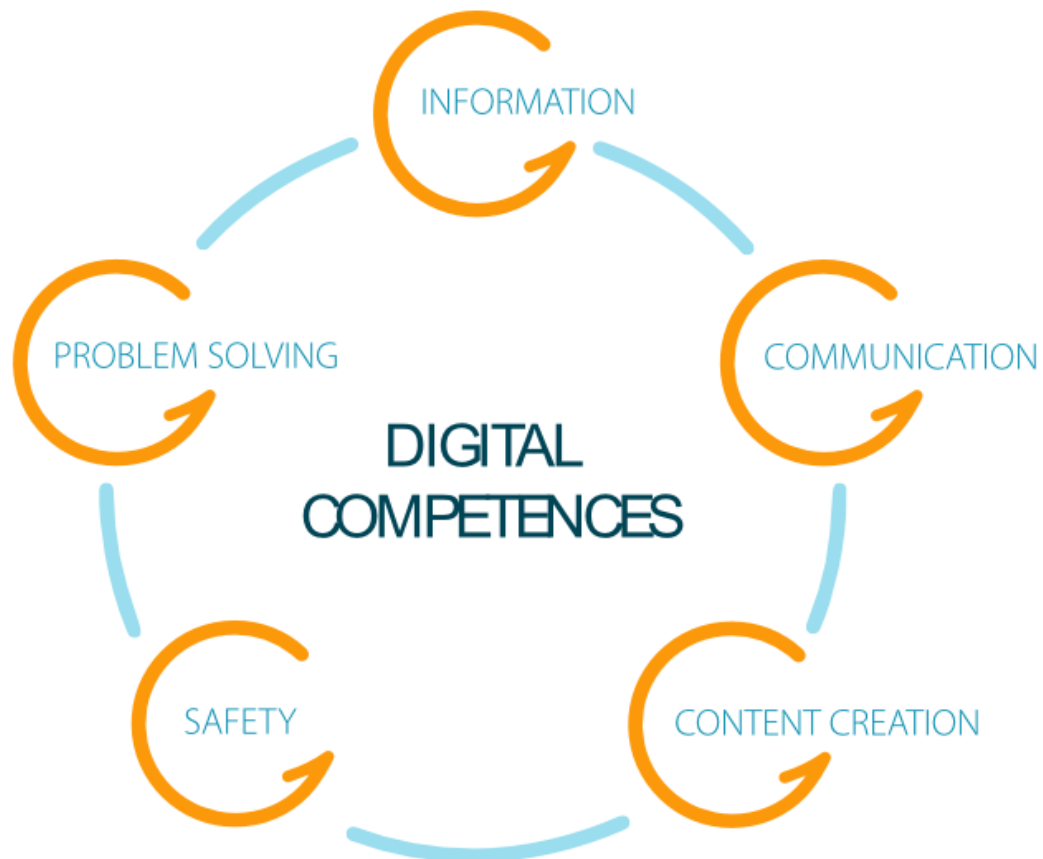


INFO – GUIDE

International youth exchange- program countries, KA1 “Erasmus+

**Project: 2019-1-BG01-KA105-062092
"Digital competences- key for youth employment"**



organized by: **“Youth for development of Lyaskovets” Association**
Lyaskovets, Bulgaria
DATE: 29 October - 4 November 2019

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Welcome dear participant...

to the International youth exchange KA1 Erasmus+ **2019-1-BG01-KA105-062092 "Digital competences- key for youth employment"**. This project is our international youth exchange for young people who want to know more about digital competences, youth employment and how to find a job easily. We are looking forward to meeting you in Lyaskovets, Bulgaria in October 2019.

Before taking off and arriving to Bulgaria, there are still some things to do!

In order to make the youth exchange a success and in order to allow all participants to have a pleasant stay in Bulgaria, we prepared the present Info-Guide. We have tried to collect as much as possible important and “good-to-know” information as possible.

You’ll find information concerning your preparation, your travel, your stay, etc.

We hope that the guide gives answers to most of your questions. If not – feel free to contact us.

Contact details are provided at the end of this guide.



2019-1-BG01-KA105-062092 "Digital competences- key for youth employment", KA1 "Erasmus+

International youth exchange 2019-1-BG01-KA105-062092 "Digital competences- key for youth employment" , KA1 Erasmus+ is for young that wants to know more about digital competences, youth employment and how to find a job easily.

Dates: **29 October to 4 November 2019**

Arrival at the hotel: **28 October 2019 after 14:00 h.**

Departure: **5 November 2019 before 12:00 h.**

Venue: Lyaskovets, Bulgaria

Working language: English

Organised by: "Youth for development of Lyaskovets", Association Bulgaria

Trainer's team: **Nikolay Petrov- Bulgaria**
Kristina Ankova- Bulgaria

Themes:

- Information Communication Technologies- new technologies - digital competencies;
- Youth (participation, youth work, youth policy);
- Labor market issues incl. career guidance/ youth unemployment.

Training issues:

Main objectives:

- To impement youth exchanges aimed for developing digital competences among young people in the process of seeking employment by using and applying non-formal education techniques and digital technologies;
- To promote the possibilities of the EUROPASS portal in the context of the development of digital competences.
- To developing young people's digital skills in the proces of job search and subsequent employment;
- To create a good practice for the accelerated development of digital skills of young people.

Project partners:

Partner:	Country:	E-mail:
ASSOCIAÇÃO NOVO MUNDOAZUL	PORTUGAL	gj.novomundo@gmail.com
ASOCIATIA EDULIFELONG	ROMANIA	iohana4@yahoo.com
ASSOCIAZIONE DI PROMOZIONESOCIALE JOINT	ITALY	exchanges@associazionejoint.org
Centrum Inicjatyw Europejskich SUBCARPATHIA	POLAND	grzegorzwozniak.snk@gmail.com office.subcarpathia@gmail.com
EUPHORIA	GREECE	euphoria.mailbox@gmail.com
MITTETULUNDUSUHING EUROKALLISKIVID	ESTONIA	eurokaliskivid@gmail.com
"Youth for development of Lyaskovets" Association	BULGARIA	mladeji_lqskovec@abv.bg

Activities: This project provides only one activity - A1 Youth Exchanges-program countries.

Methodology and tools:

- Based on the principles of non-formal learning and new digital technologies;
- Special YOUTHPASS session;
- Time for reflection and feedback;
- Building a safe learning environment: group building, building the foundation for active participation.

Participants: youth people, who want to know more about European citizenship. Each organization will provide with five (5) participants and one (1) leader:

Project: 2019-1-BG01-KA105-062092 "Digital competences- key for youth employment"

- Participants must be aged over 18 - 29 years (no age limit for the leader of the grope);
- Participants must be ONLY from Program countries;
- English will be the working language. Participants must have sufficient understanding of English language;
- **Each group must bring at least 1 laptop/ notebook/ ultrabook.**

Participants by gender (recommended distribution):

Partner:	Participants:		Leader gender:	Total participants including leader:
	Male:	Female		
ASSOCIAÇÃO NOVO MUNDOAZUL	2	3	1 (any gender)	6
ASOCIATIA EDULIFELONG	3	2	1 (any gender)	6
ASSOCIAZIONE DI PROMOZIONESOCIALE JOINT	2	3	1 (any gender)	6
Centrum Inicjatyw Europejskich SUBCARPATHIA	3	2	1 (any gender)	6
EUPHORIA	2	3	1 (any gender)	6
MITTETULUNDUSUHING EUROKALLISKIVID	3	2	1 (any gender)	6
"Youth for development of Lyaskovets" Association	2	3	1 (any gender)	6
TOTAL:	17	18	7	42

Finance and invoice:

1) Travel expenses:

Travel expenses- following the official calculator for distance Erasmus+
http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm



- **Only public transport- economy class!**
- **You can't use TAXI or RENTaCAR!**
- **IF YOU DON'T HAVE DOCUMENTS YOU DON'T TAKE MONEY!**

Partner:	Travel cost (reimburse for 1 person):	Travel cost (reimburse for grope):
ASSOCIAÇÃO NOVO MUNDOAZUL	360.00 EUR	1650.00 EUR
ASOCIATIA EDULIFELONG	180.00 EUR	1080.00 EUR
ASSOCIAZIONE DI PROMOZIONESOCIALE JOINT	275.00 EUR	1650.00 EUR
Centrum Inicjatyw Europejskich SUBCARPATHIA	275.00 EUR	1650.00 EUR
EUPHORIA	180.00 EUR	1080.00 EUR
MITTETULUNDUSUHING EUROKALLISKIVID	275.00 EUR	1650.00 EUR
"Youth for development of Lyaskovets" Association	0.00 EUR	0.00 EUR

2) **Reimbursement of travel costs:**

Transport costs are to be covered within the amounts indicated in ERASMUS + Programme. Partner organizations or participants have to buy their tickets. Funds within the set out amounts will be **reimbursed within 20 days after receipt of all original tickets and original documents!** The reimbursement will be done into partner's designated account by only 1 /one/ bank transfer. Association "Youth for development of Lyaskovets" takes the responsibility to make a bank transfer **ONLY TO PARTNER ORGANISATIONS, NOT TO ANY PARTICIPANT.**

We need the following documents for reimbursement of your travel expenses:

1. Ready Photocopy of all participants passports or ID Cards;
2. Bring ORIGINAL airline, bus or train tickets or e-tickets (arrival and departure, **economy class only**);
3. ORIGINAL Invoice or Protocol from your Travel Office with participant name, airline trip details, and total cost in Euro or your national currency. If you have e-reservation please have in your mind that we need the receipt from your Credit Card or other type of receipt to prove your bank or cash payment;
4. ORIGINAL airline, bus or train tickets or e-tickets (arrival and departure, **economy class only**);
5. If you travel with personal car - a copy of registration certificate of car, fuel invoice + cash receipts (original).
 - **If you choose to travel by private car, please coordinate your trip with us;**
 - **The programme does not cover travel fees and costs of border crossing.**

IF YOU DON'T HAVE DOCUMENTS YOU DON'T TAKE MONEY!

Some useful advice:

1. Keep your whole boarding pass and the invoice and give them to us after your arrival;
2. If use any local transport (**NO TAXI or RENTED CAR**) from your home to the airport and back, please keep the tickets. If you do not submit the tickets, it is not possible to be reimbursed the costs incurred;
3. Prepare your bank account information: you are to be reimbursed by bank transfer after we receive your tickets from the travel back to your country.

Accommodation:

Address: Hotel “LESOPARKA”

2-th Manastira Str. (Manastira area), Bulgaria, Lyaskovets

Photos from the hotel: [https:// www.facebook.com / %D0%A5%D0%BE%D1%82%D0%B5%D0%BB% D1%81%D0%BA%D0% B8-%D0%BA%D0%BE %D0%BC%D0%BF%D0 %BB%D0%B5%D0%BA %D1%81-%D0%9B%D 0%B5%D1%81%D0%B E%D0%BF%D0%B0%D 1%80%D0%BA%D0%B 0-7114056490336 95/](https://www.facebook.com/%D0%A5%D0%BE%D1%82%D0%B5%D0%BB%D1%81%D0%BA%D0%B8-%D0%BA%D0%BE%D0%BC%D0%BF%D0%BB%D0%B5%D0%BA%D1%81-%D0%9B%D0%B5%D1%81%D0%BE%D0%BF%D0%B0%D1%80%D0%BA%D0%B0-711405649033695/)

- All the participants stay in hotel rooms (2 or 3 persons per room - same gender). The rooms are comfortably furnished; do not bring with you anything except your personal belongings and a hairdryer if you need one. You can check in on 28 October 2019 after 14:00 h. All participants will be accommodated in non-smoking rooms.
- All the leaders also stay in hotel rooms (1 person per room);
- The hotel has restaurant area, meeting area, free internet (wi-fi);
- Our breakfasts, lunches and dinners will be served in the restaurant of the hotel. The “Erasmus+” Programme covers all meals for the duration of your stay: from dinner on 28 October 2019 to breakfast on 4 November 2019.

Any other food or drinks consumed in the room or at the bar have to be paid by the participants.



All people who asked for specific food must inform us for their needs (ANNEX 1 participants form!!!).

Things to prepare before leaving:

We kindly ask you to bring:

- **At least 1 laptop/ notebook/ ultrabook per group;**
- Materials about the intercultural evening (traditional snacks, drinks, dances, songs, role-plays, presentations, games, etc.) **it is not possible to cook food at the hotel!**;
- Materials (videos, presentations, photos, etc.) – whatever you think it is good to present your organization, if you have one;
- Different types of clothes and umbrella– on September is heat;
- Project ideas – we will have sessions to develop new joint projects so bring as many ideas as you can;
- ... and lots of good mood, motivation and smiles.

How to get to Lyaskovets and to the hotel?

Participants are expected to arrive at the hotel in Lyaskovets, Bulgaria **before 23:59 on 28 October 2019 and depart before 12:00 h. on 4 November**

It is important for us to know the exact arrival date and time of each participant. So you can send us these information as soon as possible.

Arrival at Sofia airport <http://www.sofia-airport.bg/>



There are two terminals- Terminal 1 and Terminal 2. At the terminal of your arrival members of our organization will be waiting for you to help you reach the Railway or Central bus stations in Sofia. They will assist you buy the tickets and direct you to Lyaskovets (you needn't worry, there is a metro from the airport to the Central Railway or Central bus stations in

Sofia).

Please, send your travel details and hour of arrival so we send someone to help you with transfers.

If you have any problems upon arrival please mail us: mladeji_lyaskovets@abv.bg



Arrival by train (concerning the participants from Romania):



For your travel you can choose the international train, which stops at **Railway station Gorna Oryahovitsa**- one of the biggest stations on the Balkans. Somebody from our team will be waiting for you there and direct you how to reach Lyaskovets (about 20 mins. to the hotel). When you are at the train station call to +359885544578 and

we will pick you up from there.

Arrival by bus (concerning the participants from Romania and Greece):



For your travel you can choose international bus, which stops at Veliko Tarnovo or Lyaskovets. At the bus station someone from our team will be waiting for you and direct you to your Hotel (about 15 mins). When you are at the bus station call to +359885544578 and we will pick you up from there.



About Bulgaria: Bulgaria is a country located in Southeastern Europe. It is bordered by Romania to the north, Serbia and Macedonia to the west, Greece and Turkey to the south and the Black Sea to the east. With a territory of 110,994 square kilometers (42,855 sq mi), Bulgaria is Europe's 14th-largest country. Its location has made it a historical crossroad for various civilizations and as such it is the home of some of

the earliest metalworking, religious and other cultural artifacts in the world. Prehistoric cultures began developing on Bulgarian lands during the Neolithic period. Its ancient history saw the presence of the Thracians, and later by the Greeks and Romans. The emergence of a unified Bulgarian state dates back to the establishment of the First Bulgarian Kingdom in 681 AD, which dominated most of the Balkans and functioned as a cultural hub for Slavic peoples during the Middle Ages. With the downfall of the Second Bulgarian Kingdom in 1396, its territories came under Ottoman rule for nearly five centuries.

In 1946 it became a Socialist state with a single-party system. In 1989 the Communist Party allowed multi-party elections, following which Bulgaria transitioned to democracy and a market-based economy.

The population of 7 million people is predominantly urban and mainly concentrated in the administrative centers of its 28 provinces. Most commercial and cultural activities are concentrated in the capital Sofia. The current political structure dates to the adoption of a democratic constitution in 1991. Bulgaria is a unitary parliamentary republic with a high degree of political, administrative and economic centralization. Bulgaria is a member of the European Union, NATO and the Council of Europe, a founding state of the Organization for Security and Co-operation in Europe (OSCE), and has taken a seat at the UN Security Council three times.



The weather in Bulgaria:

During the time of the exchange in September, it is expected that the temperature varies between 3 and 19 degrees Celsius. Reliable information on the weather could be found on this website:

<https://weather.sinoptik.bg/lyaskovets-bulgaria-100729489/10-days>

Visit and lunch out:

On one of the days of exchange we offer you a walk around the old city of Veliko Tarnovo (the ancient capital of Bulgaria). We will have all day for a tour of the city and the old castle of Tsarevets. <http://en.wikipedia.org/wiki/Tsarevets>



The official currency is the Bulgarian LEV. The currency rate for BGN to EUR is fixed:

■ 1 EUR = 1.9 BGN



We recommend you to buy Bulgarian only in bank office.

About the Language:

The official language in Bulgaria is Bulgarian language

http://en.wikipedia.org/wiki/Bulgarian_language

English is understood only by young people who live and work in the country.

Small dictionary:

English	Bulgarian language	Bulgarian transcription:
Good Morning	Добро утро	[dobro utro]
Good Evening	Добър вечер	[dobar vecher]
Good bye	Довиждане	[dovijdane]
bus station	Автогара	[avtogara]
railway station	ЖП гара	[je: pe: gara]
Hello	Здравей	[zdravei]
city-center	Център	[centar]
Hotel	хотел	[hotel]
please	моля	[molia]
Thank you	Благодаря	[blagodaria]
Sorry	извинявай	[izviniavai]
How are you?	Как си?	[kak si]
Where do I find ... ?	Как да намеря...	[kak da nameria]
Square	площад	[ploshtad]
Street	улица	[ulitsa]
mineral water	минерална вода	[mineralna voda]

Check List

Check the list and tick the boxes before leaving home:

- ✓ **You bought your plane / bus/ train tickets**
- ✓ **You have read this guide from the beginning to the end**
- ✓ **You have checked all data for your travel**
- ✓ **You packed a sufficient quantity of info-materials of your organization and your activities**
- ✓ **You asked a friend to water your plants and feed your dog/ cat/ /hamster/ bird/ husband/ boyfriend/ girlfriend/ ☺**
- ✓ **Put some good mood in your luggage ☺**
- ✓ **You have the charger for your mobile phone with you.**
- ✓ **You told your boss/parents that you will be off for some days to attend KA1 “Erasmus+ project ... and he/she/they agreed.**
- ✓ **Are you sure, you haven’t forgotten anything?**

See you in Bulgaria ☺ !

You can’t find some important information? Please ask!

Nikolay Petrov,

e-mail: mladeji_lqskovets@abv.bg

phone: +359/ 885544578

“Youth for development of Lyaskovets” Association

5140, Lyaskovets, Bulgaria

Please join



us in project group:

<https://www.facebook.com/groups/2938190856251491/>