



BEcoming

-APV meeting-

20-23th September
Aarhus, Denmark

**DANISH YOUTH
TEAM**

BETTER TOGETHER

THE MEETING



As a team leader, you are invited to participate in the Advanced Planning Visit for our common project **"BEcoming"**.

During the meeting, you will receive important details about the stages of this youth exchange, as well as practical info about the planned activities. Moreover, we are open for suggestions on how to improve the participants' experience during the project.



OBJECTIVES



To discuss practical details about the implementation of the project.



To have an overview of the planned activities and come up with suggestions and recommendations.



To address risk management issues, together with solutions for possible challenges.



To review logistical aspects, together with travel reimbursement process.

ACTIVITIES



Address: Kannikegade 14,
8000 Aarhus C, Denmark

You will be hosted at Cabinn Hotel, right in the city center of Aarhus.

Accommodation will be in double/triple rooms with private bathroom and shower.



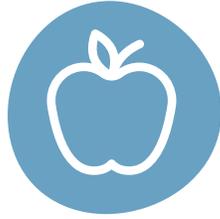
Address: Grønnegade 56, 1. floor
8000 Aarhus C, Denmark

All the meetings will take place at our office located within 10 minutes walking from the hotel.

Nonetheless, we planned a small city tour for you, as soon as we'll finish with the work meetings 😊



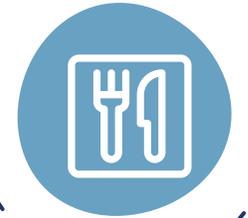
Breakfast



Lunch



Dinner



Coffee break

Coffee break

Breakfast will be served daily in the hotel's restaurant. Furthermore, we'll enjoy lunch and dinner together at different places in the city center.

Nonetheless, we invite you to have a cup of coffee/tea and have a bite of authentic Danish sweets in-between working sessions at our office.

To get to Denmark, you can either fly to Billund, Aarhus, Aalborg or Copenhagen Airport. You have to **arrive in Denmark latest on 20th September at 19:00**. Otherwise there is a high risk that you will miss the last train/bus to the venue.

You **MUST** book your flight tickets latest by **1st September**. This is very important because we need to buy in advance the train/bus tickets for you to get to the project venue. Public transport is very expensive in Denmark and that's why we need to book 3-4 weeks before in order to get the best price. Don't book any tickets for local transport in Denmark, as we will arrange this for you.

If you fail to comply with the above deadline for flights, then you risk going over the travel budget, as the train tickets usually cost around 120 EUR for a return ticket per person, compared to 30-40 EUR if we book it in advance.



The cost of the local train/bus tickets will be of course included in your travel budget.





Remember to drop us an email at danishyouthteam@gmail.com before booking your flight tickets, as we have to confirm your itinerary and price of the tickets. Be aware that we do not reimburse tickets purchased through travel agencies, unless otherwise agreed.

Feeling like visiting around?



In case you want to spend extra days in Denmark, feel free to do so. You are allowed to spend up to **6 extra days** outside the APV dates. However, you'll have to cover the expenses for food and accommodation yourself.



If you get selected to participate in this APV meeting, please fill in the **“Registration Form”** below by simply clicking on it.

Please have your flight tickets ready, as you’ll have to upload them in the form.

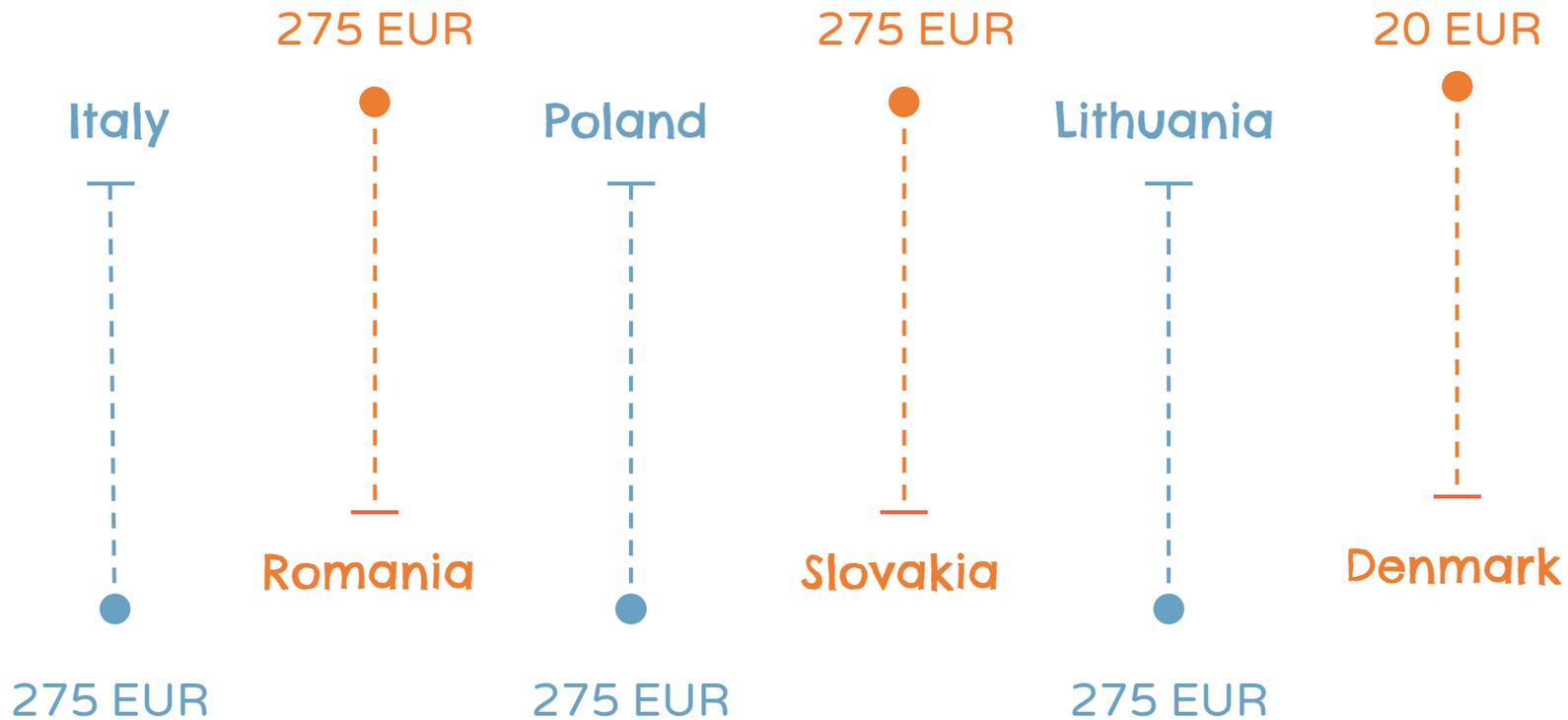
Deadline: 01.09.2020



Only for selected team leaders!



FINANCIAL



Accommodation, meals and travel costs will be covered for all participants. However, the upper limit for the travel budget varies for each country, as outlined above.

Although it is not mandatory, we strongly advise you to have **medical insurance** covering emergencies. You never know what might happen during your stay. Medical services are very expensive in Denmark.

As a general rule, you are requested to keep all tickets, invoices and **boarding passes** in order to be eligible for refunding. We strongly recommend that you check-in online for your flights and get your boarding passes in PDF format. In order to receive the travel reimbursement you must follow 2 simple steps:

- ✓ **Step 1.** Make sure you have ALL the travel documents in electronic format (pdf, jpeg, etc)
These include: **boarding passes**, local bus/train tickets and any other relevant receipts.
- ✓ **Step 2.** You fill out the **Reimbursement Request** form and upload ALL the travel documents by clicking the button below.



Documents sent by email, whatsapp, facebook, etc will be disregarded.

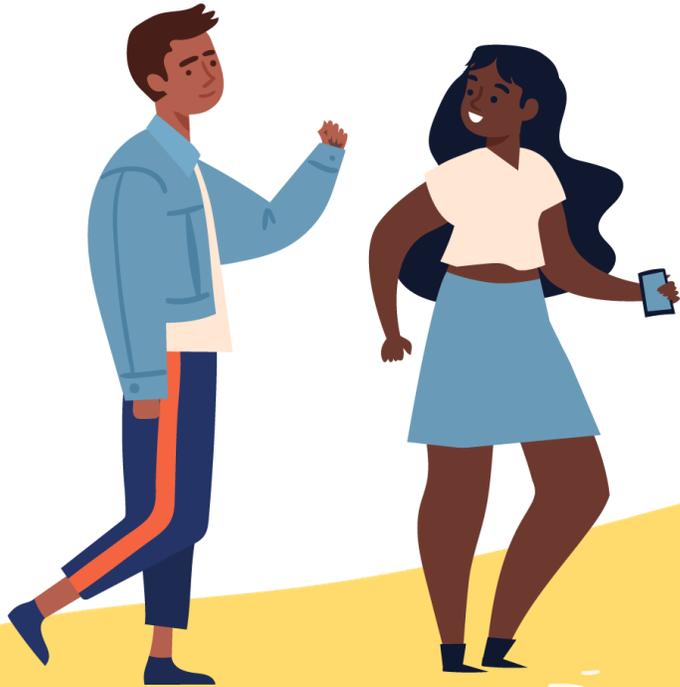


Reimbursements will be processed per country, no later than 6 weeks from the day we receive the reimbursement form.

Click below for reimbursement:



PARTICIPANT COUNTRIES



We are welcoming 1 group leader from each of the following countries: Italy, Lithuania, Poland, Slovakia, Romania and Denmark.

The age requirement for the group leader is to be minimum 18 years old.



6 leaders



6 countries



1 leader/ country

WHAT TO BRING?



Weather in Denmark is usually cold in autumn. Therefore, bring **appropriate clothes** with you.

Also, take some **basic pills** with you in case you get sick or catch a cold. If you follow a special treatment which requires specific medication, remember to take it along with you as well.

Although this is optional, feel free to bring **traditional food, snacks or drinks** with you in order to share with the other group leaders present at the meeting.



HOW TO APPLY?



In order to participate in this APV meeting, please refer to our **local partners** from each country. They are solely responsible to recruit and select participants. Below you have the contact details for each of them.

Applicants from **Denmark** can contact us directly using the details at the bottom of this Infopack.



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MEET THE TEAM!



**Radu
Dalidis**

Project Manager
Facilitator



**Nathalie
Birkjær**

Mentor
Co-facilitator



**Ida
Ivanova**

IT & Logistics
Photographer



**Rachel
Wullems**

Project Assistant
Intern

DANISH YOUTH TEAM

BETTER TOGETHER

Danish Youth Team

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General Manager



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Aarhus, Denmark



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