



Dear friends,

Welcome to the International Training Course “Dissemination and Exploitation of Project Results by Social Media”

One of the project priorities is to increase the participation of young people in Erasmus +, Youth in Action Programme (YA) by increasing the reached audience of young people in dissemination and exploitation of project results. Social media is perfect for YA audiences, for example, 70% percent of Facebook users are people under 35. That is a potential interested audience for YA. And reaching this audience cost much less or even nothing, if you know what tools to use. What is necessary: the message - what to say and the strategy – how and where to spread it.

The main goals of the project are to:

- Increase the visibility of Erasmus+ Youth in Action projects by increasing the usage of electronic media in dissemination and exploitation of project results;
- Train the participants on usage of social media, providing them with information on how the social networks work, increasing skill level by practical exercises and sharing best practices;
- Develop a toolkit with strategies for spreading information on the internet, specifically focused for organization working with Erasmus+ Youth in Action projects;
- To share the knowledge of social network specific to different regions of the European Union member states, East Europe and the Caucasus countries;

This project will involve participants from the EU and EECA countries.

The project is funded from Erasmus+Programme KA1, Belgium NA (JINT vzw – Flemish NA).

Working language of the training course: English



Participants profile:

- Participants: 18+ years old;
- Interested in the topic of the training;
- Committed to fully participate in the training course/Committed to contribute to the realization of the main aim;
- Able to communicate in English;
- Experience in youth work, project management and dissemination will be considered as an advantage.

Number of participants to be sent:

Organization	Country	Number of participants
CODEC vzw	Belgium	1
YOUTHNET CYPRUS	Cyprus	1
Duha-UNITED	Czech Republic	1
Dansk ICYE	Denmark	1
MTÜ NOORTEVAHETUSE ARENGU ÜHING ESTYES	Estonia	2
Bureau Information jeunesse de Brest	France	1
Cemea del Mezzogiorno	Italy	1
ASSOCIAZIONE INCO INTERCULTURALITA& COMUNICAZIONE	Italy	1
Vicolocorto	Italy	2
POLSKA FUNDACJA IM. ROBERTA SCHUMANA	Poland	1
Asociatia Clubul Sportiv Experienta Multisport	Romania	1
Asociatia Tinerii 3D	Romania	1
ASOCIACION JUVENIL INTERCAMBIA	Spain	2
Asociación las niñas del tul	Spain	2
Yeritasardakan akumbneri dashnutyun / FEDERATION OF YOUTH CLUBS	Armenia	2
Student-Youth Council	Georgia	2
Club of Intercultural cooperation InterAction	Russia	2
ADVIT Moldova	Moldova	2
Associação Juvenil da Linha de Cascais Rota Jovem	Portugal	2
North East Circus Development Trust	The UK	1



Arrival date: September 1st, 2016 before 16:30

Departure date: September 9th, 2016 after 10:30

Arrival point: Chisinau

Project venue: Vodu-lui-Voda

“Nick House”
[str. Balneara, 5](#)

Vadul lui Voda



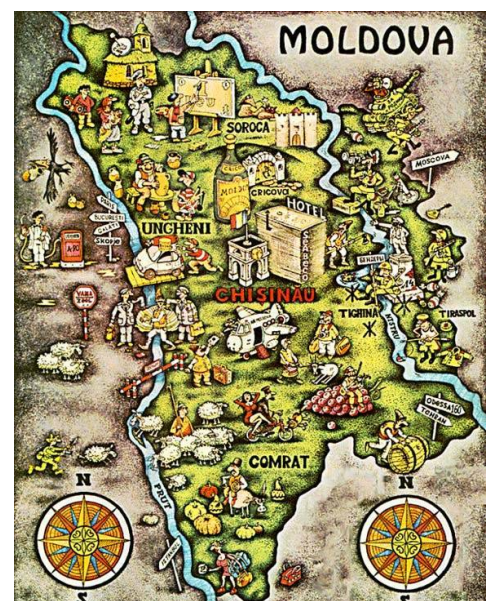
<https://www.facebook.com/MiniHotelNickHouse/timeline>

Participants will be hosted in a cozy and friendly private hotel. The hotel is fully equipped; you will be accommodated in double rooms. The hotel is located in a very nice green area. The hotel has a swimming pool and nice cozy chilling areas.

There is free wi-fi access in the venue.

NOTE: You will be provided with bed sheets and towels, but you have to bring your own toothpaste/shampoos/shower gels or etc. No hair dryers, though, if you need one, you have to bring it yourself.

Vodu-lui-Voda is a small town on river [Dniester](#) located 23 km from [Chisinau](#), the capital of Moldova (and your arrival point). There are several resorts, small hotels, beach, parks and other things that make this place attractive for locals during the summertime ☺. It is not recommended however to swim in the river and walking around the area in the nighttime, but we are sure we will be fully satisfied with resting in the hotel area ☺. The town is connected with Chisinau by bus and mini-buses, but we will not recommend you to escape alone to the capital. Just because the public transport schedule is not very regular (as many things in Moldova! ☺) and there is a chance to be stuck in Chisinau if you couldn't catch the last mini-bus. For those who haven't travelled previously to Eastern Europe we recommend to read a little bit about Moldova (do not read the news about politics! ☺) and local reality and... well, get ready for an amazing cultural experience!





How to get to the Hotel:

Please note: Participants will have to arrive to Chisinau before 16:30 on September 1st and to arrange departure after 10:30 on September 9th .

Those ones who will arrive later than 16:30 on September 1st and will need to leave earlier than 10:30 on September 9th will need to get to/from the hotel on their own (taxi). If you could not find good travel connection to be on time, please consult the organizers.

In the infopack you will find information how to get to the meeting point from which all of us will go together by bus to the hotel venue. Please note that for getting from the airport you will need to catch the public transport thus be sure you have a small amount of local currency (Moldovan Lei, looks a bit like monopoly money! ☺) before getting to the bus or mini-bus. We would recommend you to exchange a small amount of euro (5 or 10) in the airport.

Meeting point at 17:00 on September 1st:

Our meeting point is in front of McDonalds on --> Dacia street at 17:00



You have two options for the venue from airport to McDonalds (don't worry, it's really easy and not far from the airport!):

A. take Marshutka 165 (minibus) – if you go

out of the airport, turn right. On the (right) corner of the airport building you will find a small parking lot with marshutkas, all with number 165, take one. The ticket costs 3 lei and you have to pay to the driver. In case you have big luggage he may ask extra 3 lei for the luggage as well. While driving, you will notice the “[gates of Chisinau](#)”, after you have passed them, tell the driver to stop by Mc Donalds.



He will understand if you just say “McDonalds”, if you want to be more polite, you can add “vă rog” (Romanian) or “пожалуйста- pojaluiста” (Russian) ☺.



B. take bus A - if you go out of the airport building, turn left and walk down (past the “Moldovan airlines” plane) to the main road in front of airport, cross it; there is the bus stop. The bus is coming not so often, probably once in an hour and the journey will also be longer than with marshutka. The ticket is 3 lei and you have to pay it to the person in the bus who collects money (can be recognized by maroon apron or vest).

C. taxi (is not covered by the project budget): once you are out of the airport (or even still inside) the taxi drivers will follow you offering their services, do not say yes! 😊 Right in front of arrival gates there is a desk with a lady who can arrange you a cab, the rates for the taxi service are written on the desk, you will need to pay an amount written for Botanica district (perhaps around 100 Moldovan lei).

You have to get out if you see the **McDonalds sign** (the road is making a curve there). The bus stop is called bulevardul. Decebal. On this link you can find the map of Chisinau with all the bus and marshutka routes:

<http://point.md/ru/map/> or use the Google maps 😊

If you arriving later or departing earlier than the organized pick up you will need to come to the venue by your own. The only transportation possible is taxi: it will be around 12-15 euro per car from the airport to the hotel venue.

Costs: Board, lodging during the project dates and travel costs will be covered by programme. **The insurance to be organized and covered by participants.**



Food:



As we expect a rather diverse group, we will make sure both vegetarians and those who prefer meat to something else have what they like 😊 however, just to make sure, PLEASE, if there is anyone among you with a SPECIAL DIET (no eggs, no wheat products, or anything not so common) LET US KNOW as soon as possible at codec.europe@gmail.com

Visa:

If you are holder of the passport of the European Union or Armenia, Azerbaijan, Belarus, Ukraine, Russia, Georgia you don't need visa to enter Moldova for this activity. Participants will need to have only **valid international passports.**



NB! Please check the validity of your passport before departure – it has to be valid at least for **six months**.

If by any chance you need an invitation for this activity pls ask for it in advance by sending a request with the scan of your passport to codec.europe@gmail.com



Weather:

Early September in Chisinau is rather sunny. During daytime temperature should be around 20-26+, nights can be colder with temp. around +12. We recommend you to bring with you clothes that you consider as the most comfortable for you (and the swimming suits just in case ☺).



- Security Advice:

Participants should know not to leave any personal belongings unattended in the streets, as pickpockets are known to operate in the area. You might notice a lot of street dogs and cats, but just pass them by ☺

Participants should be very carefully during the crossing streets, as many drivers are not careful and driving very fast (the participants from Italy will feel like home! ☺). There are no too specific do's or do not's in Moldova, just please use the common sense and be careful as you would usually be on a holiday in a foreign country. When in doubt, please ask the organizers.



Money:

The Moldovan Currency is called MOLDOVAN LEI

Banknotes: ONE LEU; FIVE LEI; TEN LEI; TWENTY LEI; FIFTY LEI; ONE HUNDRED LEI; TWO HUNDRED LEI, FIVE HUNDRED LEI, THOUSAND LEI.



Coins: 1 bani; 5 bani; 10 bani; 25 bani; 50 bani. (1 Leu = 100

bani)If you want to see the specimens of banknotes and coins access the web site: <http://www.bnm.org/>

Approximate exchange rate is:

1 USD = 19,90 MDL

1 EUR = 21,70 MDL

In the Republic of Moldova lei is used for making buying's. In the shops US dollars and euros are not taken. However there are many places you may exchange money in. The ATMs are widely spread. However the interest is taken for cashing



if the ATM. Majority shops take cards. In public transport they take just cash. You can change Euros or other foreign

currency into MDL at the airport (a small amount just for travelling to the meeting point) or at the train/bus stations. Do not change too much, as there the exchange rate is usually not good.



Rules:

You are expected to participate fully in all activities, unless you are ill. Unauthorized absence from activities and workshops won't be permitted. We would really appreciate energetic and active participation. Respect the others and be respected! 😊

Tobacco: it is not permitted to smoke inside of the buildings, but you can smoke in the hotel area. Please beware that recent anti-tobacco law does not permit you to smoke in the public areas if there is the non-smoking sign (but sometimes there is no sign while smoking is still not welcomed), on the bus stops, close to open areas for children or public institutions. Simply said better do not smoke on the street as long as you don't see an ashtray nearby.



Facebook group of the Training course:

Please add yourself to the training course group:

<https://www.facebook.com/groups/509773935899417/?fref=ts>

This is closed group and we will use it for getting to know each other before the training and exchange of information/materials during and after. Please feel free to introduce yourself, share things, ask questions and get in touch with the team and other participants!



Checklist – what you need to bring with you:

- PROOF OF ALL THE TRAVEL EXPENSES you wish to reclaim: Travel reimbursement will be done in cash (Euro) at the end of the training course upon presentation of the following documents:
 1. Return ticket
 2. Invoice/bill/ticket with the price on it.
 3. Boarding passes



- Reimbursement will be based on the maximum travel allowances approved for this project following the Distance band calculator. Reimbursement will be done based on **the actual sum** mentioned on the ticket:
 - in case price was less than the approved maximum actual cost will be reimbursed.
 - in case price was more than the approved maximum, **ONLY** maximum amount will be reimbursed.

Maximum amounts are the following:

- Belgium, Cyprus, Czech Republic, Denmark, Estonia, Italy, Poland, Romania, Armenia, Georgia, Russia – 275 euro/participant
- France, Spain, Portugal, UK – 360 euro/participant

NOTE Moldova is quite well connected with most of the EU countries however the ticket price can be quite high (we do not have many low-costs and most of the flights are operated by Air Moldova company) thus we would recommend you to arrange your travel as soon as possible once you get the confirmation of participation in the course. If you can't find a cheap flight to Chisinau you can check the options to the nearby airports (Bucharest or Iasi in Romania or Kiev, Ukraine) from which you can get to Chisinau by bus or train, but please make sure to organize your travel to the meeting point on time. If you have any problems while planning your trip, please consult the organizers.

- **Other Expenses:** All other expenses during the activity, such as board, lodging will be borne by the organizers. Board & Lodging will be paid only from the 1st – 09 September 2016. However, all participants' personal costs (like telephone calls, gifts and souvenirs, free exists, etc.) and/or any other cost *not linked to program's events* will be responsibility of the participants and will be settled directly by them on spot;
- **Insurance:** participants are requested to arrange their own travel insurance.
- **“Standard seminar equipment”:** An ALARM CLOCK (IMPORTANT!.), any DICTIONARIES you might require, MUSIC CDs, INSTRUMENTS that you may need, COMFORTABLE CLOTHES etc;
- Please bring **all necessary identity documents** (social and medical insurance, I.D. etc.) in the case of need;



Checklist – what you need to prepare in advance:

1. Please prepare 10 minutes creative presentation on social media use in your organization (dancing, music and other ways are welcome, power point wouldn't be punished but we'll appreciate something a bit more creative ☺).
2. You will have space to present your country (traditions, songs, dances, food) during the intercultural evenings. **Please remember to bring along a typical drink/snack/dance/song** snack from your country, which we could share during the “**International Evening**”.
3. During the training course we will be using Open Badges as a digital tool to recognize participant's achievements, learning outcomes and contributions made. In this way we wish to make learning and recognition more engaging, visual, playful and fun!

In order to understand what is Open Badges we invite you:

- 1) Watch the video 'What is a badge?' (<https://www.badgecraft.eu/en/open-badges/get-to-know>) to learn the idea of Open digital badges.
- 2) Get familiar with the Open Badges standard for storing metadata (<https://www.badgecraft.eu/.../open.../understand-badge-meta-data>).

Contacts:

If need any other additional information please contact:

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About ADVIT

ADVIT stays for Association for Development, Voluntary Service and Information for Youth. “Without borders” means “no boundaries” and also “without limits”. ADVIT is a non-political, non-profit, non-governmental organization, started by and for young people, to involve Moldovan young people, with and without professional experience, into programmes at national and international levels in the fields of education, culture, ecology, historical heritage protection and helping disadvantaged people, by contributing to the development of a more peaceful society, to the decrease of social injustice.

ADVIT Moldova aims to promote cultural understanding and youth empowerment through opportunities of international exchange and voluntary work. Through volunteering with ADVIT Moldova, participants gain valuable work experience, learn a new language and develop important vocational, interpersonal and cultural skills, while in return offering their skills, knowledge and enthusiasm for the benefit of the projects that host them.

About CODEC

CODEC stays for Association for European Cooperation, Development and Communication. Mission of our organization is to promote European policies and values that will improve the economic and social well-being of people around the world. At CODEC, you will meet design thinkers, project managers, communicators, education specialists, and technology and social media experts that can respond to your organisation's needs and understand the social challenges you wish to address. Participation forms the core of our methodology and is central to our creativity. Our projects and campaigns engage people of all ages. We take an idea, share it among protagonists and empower them to get actively involved. Our activities are based on the following principle: on entrusting people to define the problem of significance to them, acquire knowledge about it, envision possible solutions and then take action to address the problem and bring about change. Our core team consists of specialised and versatile staff, of different nationalities.