

PRACTICAL INFORMATION



Training course ***“LINKS – Logopedists Interact for New Knowledge and Skills”***

23 August – 1 September 2019
Kranevo, Bulgaria



Co-funded by the
Erasmus+ Programme
of the European Union

Dear All,

Thank you very much for your interest to the LINKS international training course for speech and language therapists and for your completed registration forms!

50 participants and trainers from 5 European countries (Lithuania, Latvia, Estonia, Romania and Bulgaria) will take part in the training course. We will have participants and trainers with different professional profile and motivation and it is matching in a wonderful way to the project aim and format.

In this document you can find some practical information that will be very useful for your preparation to the training course. Please, read the following attentively!

Contact persons



Yonko Dodev, PhD – He is Vice-President and legal representative of the hosting organisation [YMDRAB](#). He is contact person and person responsible for the overall organisation of the training course. If you have any questions, please do not hesitate to contact him:

e-mail: ymdrab@abv.bg

GSM: 00 359 887 50 55 44



Maria Peeva – She is a speech and language therapist and clinical psychologist. She is a member of the [National board of the Bulgarian National Association of Logopedists](#) and its delegate in [CPLOL](#) (Standing Liaison Committee of EU Speech and Language Therapists and Logopedists).

e-mail: maria.log@abv.bg

GSM: 00 359 885 05 29 95

Travel costs reimbursement

Every participant and trainer is responsible for organizing her/his journey from the place where she/he resides to the venue of training course and to buy her/himself the tickets required.

On arrival you will be requested to complete a “Claim for reimbursement of travel costs”. The reimbursement will be done only according to the rules given below:

- 1) **Do not buy your flight tickets before to check the price with us!** Before to book your flight tickets, tell us the price, arriving and departure dates and time, please.
- 2) Only the participants who attend the entire training course can be reimbursed.
- 3) In the project budget we have limit of the travel expenses so we request you to arrange your journeys in the most economical manner possible and to make use of any available reduced tariffs.

- 4) The travel expenses will be reimbursed only upon presentation of documentary evidence of the sum actually paid:
- **Original invoice** for your tickets;
 - Some **document showing the transfer of the money** for the tickets – cash receipt, payment confirmation from internet or from bank, credit card slip, etc;
 - All travel documents you get during your trip: **all flight/bus/train tickets and boarding passes**, bills, slips, etc. Keep all travel documents you get during your trip because we completely need them;
 - Relevance of the documents means that they must have the date, name of the traveller, travel destinations and the bill has to be completely clear for accounting (it must be readable and understandable).
- 5) Return tickets must be purchased before the start of the journey. We will keep the tickets you have already used and we will make a photocopy of the tickets which you will still need to return. When you get back home you should send us by land post all original tickets. We need them for reporting to the Erasmus+ Programme.
- 6) Electronic tickets will be reimbursed only on the receipt to a proof of payment (invoice, paper of booking/purchase printed from internet, copy of credit card-slip or bank transfer showing the transfer of the money for the ticket, payment confirmation from internet) and on presentation of the boarding passes for the journeys.
- 7) Note, that the booking paper alone is not enough to prove your travel expenses. You should present as well an invoice and a bill, a slip of payment or print-out from your bank account to confirm the sum paid for your ticket.
- 8) We can reimburse only public transport costs. Taxi fares and traveling by private car cannot be reimbursed.
- 9) The Lithuanian, Latvian and Estonian participants should book flight to Varna Airport. We will help you to organize your trip from Varna Airport to the venue. Other option is Bourgas Airport, but it is farther and your transportation to the venue will be much more difficult and expensive.
- 10) Your travel expenses will be reimbursed by bank transfer in Euro to a bank account which you will write in the “Claim for reimbursement of travel costs”. The bank transfer will be done in 2 weeks after the end of the training course.

Health and Travel Insurance

The obtaining a health and a full travel insurance are responsibility and at own expenses of the participants. You have own personal responsibility for ensuring your own health.

We strongly recommend Non-Bulgarian participants to have a European Health Insurance Card. This is a free card that gives access to medically necessary, state-provided healthcare during a temporary stay in any of the 28 EU countries, Iceland, Liechtenstein, Norway and Switzerland, under the same conditions and at the same cost (free in some countries) as people insured in that country. More information on the card and on how to obtain it is available at <http://ec.europa.eu/social/main.jsp?catId=559>

Also, it is very important to notify us of any health risk or possibly necessary medicines (in your Registration form). The information you provided on any special needs does not remove your own personal responsibility for ensuring your own health.

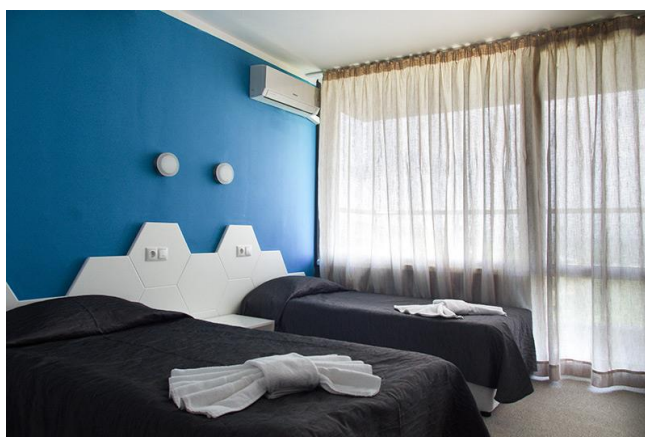
Accommodation

The training course will take place in the village resort of [Kranevo](#), Bulgaria. It is situated on the Black Sea coast 35 km north of Varna Airport.

During the training course we are going to living and working in Sport&Hotel Center AquaLife. You can find more information on its website:

<http://en.aqualife-sport.com/>

All participants and trainers will be accommodated in AquaLife Tower hotel **in double rooms** (2 persons from different countries in one room). Every room is equipped with a separate toilet and bathroom, TV, air-conditioning. Bed-linens, towels and blankets are available in the hotel rooms for free.



We will eat in AquaLife Tower's restaurant. The restaurant provides European cuisine, on full board, buffet meals thrice a day (breakfast, lunch and dinner). The range of dishes includes several kinds of salads, 2 first courses, a wide range of hot meat and fish and side dishes, a variety of fruits, vegetables, beverages and desserts.

The hotel offers free of charge open swimming pool. The beach is 5 min walking and we have beach umbrellas there free. So don't forget your swimsuit.

For our work we will use training room in AquaLife Center.

The accommodation and food for all participants and trainers will be fully paid by the hosting organization YMDRAB. **Please note, that we cannot reimburse any accommodation costs other than at the venue during the training course.**

There is **NO participation fee**.



Preparation

This event is not a summer vacation, but this is a training course co-funded by the Erasmus+ Programme of the European Union. So, the participants have to take on some obligations, as follow:

1) During the first day every national group will be asked to present the organisation they come from. Also, every participant should present her job/occupation – work place, target groups, activities, experience, problems, best practices, challenges, opportunities for partnership, etc. There is not template of this presentation. You are free to choose the presentation methods – Power Point, brochures, video, pictures, just speaking, etc. Each national group will have 30 min for presentation.



2) During the second day we will have an International evening to explore the European cultural diversity. We kindly ask you to bring with you traditional food and drinks which to share with the other participants during this evening. It will be great if you present also some national music, dances, clothes and/or songs. You are free to choose the manner how to present your country and traditional culture ... but be creative and non-formal, please. **This task is the same for the Bulgarian participants too** (for the Bulgarian evening).



3) **Publicity** – each participant has to take at least one measure to spread information about this project (for example: to publish an article on website or newspaper, to organize a meeting/presentation with colleagues or parents, etc.). You can do it before or after the training course and have to send us a proof of the measures taken (scanned newspapers, links, presentation, pictures, etc.). In your publicity measure you must mention that this project is co-funded by the Erasmus+ Programme of the European Union and to use this logo:



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- 4) **Preliminary meeting** - Each national group should hold a preliminary meeting before coming to Bulgaria. At this meeting, participants will get to know each other and share their expectations and motivation. They could discuss the necessary preparation and distribute tasks to each other. Also, they could do a language preparation by discussing specific English words and terms related to the training topics. **Please send us proofs of this meeting** - photos, presentations, documents, etc.
- 5) **Facebook group** – if you want, you can join to our project Facebook group, called **SLT LINKS**. By this group we will spread information about the project and will communicate directly and easier each other.



Thank you very much in advance for your good preparation!

Completing the preparation tasks you will be ready for this summer SLT adventure!

Project documents issued:

-  Call for participants
-  Registration form
-  Practical information
-  Activity program
-  Trainers team

Dear participants, if you have any questions do not hesitate to contact us to e-mail: yndrab@abv.bg

We will be very happy to welcome you to the LINKS training course.

Kind regards!

LINKS Project Team

GENERAL INFORMATION TABLE

TIME ZONE	Bulgaria is located in the UTC/GMT + 2 hours.
CURRENCY	1 Euro = 1,95583 BGN (Bulgarian lev) You can change euro at the venue. In most of the establishments and shops, credit-cards Visa and MasterCard are not accepted.
WHEATER CONDITIONS	Normally the temperature in August is about 30°C. So, bring with you some sunscreen cream and sun-protective agents.
VENUE	Sport&Hotel Center AquaLife, Kranevo – AquaLife Tower hotel http://en.aqualife-sport.com/
HOW TO GET THERE	Bulgarians – a special bus from Sofia to Kranevo will be provided Romanian group – a special bus from Cluj-Napoca to Kranevo will be provided Lithuanian, Latvian and Estonian groups – by plane to Varna Airport. We will organize their transfer to the venue.
ARRIVALS / DEPARTURE	Arrival – on 23 August 2019 Departure – on 1 September 2019
CONTACT PERSONS	Yonko Dodev: e-mail: ymdrab@abv.bg GSM: 00359887505544 Maria Peeva: e-mail: maria.log@abv.bg GSM: 00359885052995
INSURANCE	The obtaining a health and a full travel insurance are responsibility and at own expenses of the participants.
WHAT TO BRING WITH YOU?	Each national group: - presentation about organisation they come from and personal professional experience of each participant; - elements from your culture to share with the other participants during the International/Bulgarian evening (e.g. food, drinks, dances, clothing, music, short videos, games, presentations, etc.); - proofs of preliminary meeting - photos, presentations, documents, etc. Each participant: - proofs of at least one measure for project publicity (before or after the training course); - to joint our Facebook group (SLT LINKS) – if you want; - comfortable casual clothes; - swimwear, sunscreen cream and sun-protective agents; - good mood - obligatory! ☺
FURTEHR INFORMATION	If you need further information do not hesitate to contact us to e-mail: ymdrab@abv.bg



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