

WELCOME GUIDE

USEFUL INFORMATION!

READ ME!

“MY LIFE, MY MESSAGE

TC 100% DEDICATED TO GLOBAL EDUCATION!

3 – 12 OCTOBRE, 2014
PTUJ, SLOVENIA



In this Welcome guide you can find all necessary information about the course and some useful links! Read it all! But let's try to be **eco** and print only what you really need ☺



Congratulations!

If you are reading these lines, it means you were selected as a participant of the international training course *My life, my message*. We are looking forward to see you in Ptuj, Slovenia, on 3th of October!

WHAT CAN YOU FIND WITHIN FOLLOWING PAGES?

1. More about the project
2. Destination and travel information
3. How to prepare / what to pack
4. Travel reimbursement
5. Emergency contacts, check list

Let's start!

1. MORE ABOUT THE PROJECT

My Life, My Message

The MDGs (Millennium Development Goals) were ambitiously set to be met by 2015 in order to reduce poverty in the world and to increase the quality of life around the globe. MDG together with other international global frameworks incorporate issues of: education, women rights, poverty, health, environment, children rights, global partnership and reflect strongly the global interdependencies that are in the world and how the globalization process leads to social injustice towards actions are required. **Global education** is one pillars of the long term changes desired in our society and is part of the priorities of global actors.

At the moment on facebook there is a growing global education platform (informal- not affiliated to any organization) which will serve as content support for all the participants and partners (before the training) and a platform for online multiplication afterwards for the beneficiaries.

<http://www.facebook.com/groups/289065487789346/>



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Specific objectives

- To increase the knowledge level of young people in topics like: global interdependencies (from cultural, economical and political approach), MDG-s, post 2015 framework, social and global justice, climate change, consumerism and sustainable lifestyle, etc.
- To develop practical skills in various global education methods and in non-formal education in general;
- To create pro-active attitudes towards global issues;
- To encourage participation and involvement of young people in social processes;
- To develop sense of common responsibility for the future of their local communities from a global perspective; (to think global and act local)
- To stimulate the participants to act as global education multipliers in their own organization and regions;

21 participants from Romania, Italy, Bulgaria, Estonia, Germany, Turkey, Portugal- you are one of them - will be trained on developing specific global education and multiplying competencies.

You will become a global education multiplier in your NGO and country!

Working Language

The working language of this training course is **English**.

Don't be afraid if your English is not perfect! Neither is ours. But it should be good enough to participate actively!

Program Schedule

Because we like surprises... We will not reveal too many details about the program – take it as a mystery and prepare your mind to discover it!

The approach of the training will be focused on developing specific global education and multiplying competencies and it will make use of the richness of experiential learning and non formal education in general (it will have a strong practical approach)

During the training course the participants will go through a non-formal educational process that will include topics such as: global interdependencies



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(from cultural, economical and political approach), MDG-s and other international frameworks, post 2015 agenda and discussion, social and global justice, climate change, consumerism and sustainable lifestyle, educational and methodological tools, “take action”.

The training will have a high level of practical approach, based on experiential learning and it will aim at empowering the participants of using these methods in their own realities.

Moreover, you will discover possibilities of Erasmus + Programme. This training course is financed by European Commission through Youth in Action Programme, action 4.3 –if you want to read more about it, follow the link: http://ec.europa.eu/youth/youth-in-action-programme/doc74_en.htm)

The general working day of the training will look like following:

8:00am– 9:00am	Breakfast at the hotel
9:30am– 13:00am	Morning sessions (with one break)
13:00pm– 14:30pm	Lunch break
14:30pm– 18:30pm	Afternoon sessions (with one break)
19.00pm	Dinner
Evenings	Free time or leaded activities

There will also be a **free afternoon** when you will have the time to fully enjoy the capacities of our location (more about this yet to follow so keep reading☺).

Trainers team

Meet Andreea, Aja and Oana!

The training will be international and multicultural from the roots! ☺ Aja is from Slovenia; Oana and Andreea come from Romania.

The three of them have years of experience in Global Education – delivering workshops and trainings, developing projects on global education, in Europe and Africa.

Aja is also the president of our organisation KuKu. Andreea and Oana are members of A.R.T. Fusion Association – founder member and programme coordinator.



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2. DESTINATION AND TRAVEL INFORMATION

The training is going to take place in our town **Ptuj**. Ptuj is in the eastern region of Slovenia, called Štajerska.



It is the oldest city in Slovenia. By some evident, its history dates back to the Stone Age and in Late Iron Age, it had been settled by Celts. However, the biggest glory of ancient 'Poetovio' had started in times of Roman Empire with Vespasian's election for Roman Emperor by the Danubian legions in Ptuj in 69 AD. Despite Poetovio had been plundered by the Huns in 450 AD, the continuity of it has not been severely broken since then.



We are proud of our ancient history, as well as we are proud on our ethnological tradition, which reflects through many events during the year. Two of the most outstanding are certainly the Martin's day in autumn, when the grape juices turn to wine and the prince of the biggest event, spring Carnival, is named.

Nowadays Ptuj, and also all Slovenia, is quite touristic. There are many possibilities for water sports, hiking, climbing, adventure tourism, cave sightseeing and much more around our country; if you will stay few days more, we can give you good advise here, but you can also check it out (accommodation as well as activities) online:

Budget accommodation sites:

<http://www.hostelworld.com/>

<http://www.bug.co.uk/reviews/hostels/Europe/Slovenia/index.htm>

Tourist guide sites:

<http://www.lonelyplanet.com/slovenia>

<http://www.slovenia.info/>

<http://www.slovenia.si/en/visit/>

<http://www.tripadvisor.com/Tourism-g274862-Slovenia-Vacations.html>

Specific on Ptuj:



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<http://www.ptuj.info/>

And Ljubljana:

<http://www.visitljubljana.si/en/>

<http://www.ljubljana.si/en/>

We are sure you will find even much more pages, if you google it a bit ☺

ACCOMMODATION DURING TRAINING COURSE



You will be accommodated in very cute Holiday houses (don't let the name fool you ☺) in one of the biggest Water park resorts in Slovenia (with thermal water and the biggest water slides in Slovenia). 4 of you will be sharing one house – 2 people sharing a room (we will of course make it international).



The facilities include a living room with an equipped kitchen, a bedroom with a double bed, another room with twobeds, a bathroom with a shower, a TV, air conditioning and a terrace. You can see more pictures here:

<http://www.sava-hotels-resorts.com/en/accomodation/ptuj/holiday-houses-ptuj/presentation/default.html>



And the best thing is you will have a free pass to the swimming pool area (you can enter twice a day and stay as long as you wish). But we hope this summer holiday spirit will not distract you from our programme and we will all agree that we enjoy this luxuries in the free time (outside of sessions). And yes you can spend your free afternoon fully enjoying all the capacities of the resort ☺



The hotel is welcoming us on 3rd of October after 14 o'clock. The first served meal will be dinner, but we will also have some snacks for those, who will arrive later in the night. The training course will finish with breakfast on 12th of October. You are required to leave the hotel after, or arrange your own paying.

TRAVEL INFORMATION

If you are still searching for the way to come please do so as fast as possible. Don't forget to fill in the **Travel form** until **18th of August** which includes also important information for check-in.

We ask you to use the **environmentally friendliest means of travel** (train, bus, car-pooling). Please read the **environmental considerations** section of this info sheet carefully before making your plans.

DON'T FORGET TO TAKE A RECEIPT (BILL) EACH TIME – YOU NEED IT TO GET BACK 70 % OF THE TRAVEL COSTS!

Arriving at airport Jože Pučnik (Ljubljana's Airport):

After you have collected your luggage, we would advise you to take

- **the public bus (leaving at 5.00, 6.00, 7.00, 8.00, 9.00, 10.00, 11.00, 12.00, 13.00, 14.00, 15.00, 16.00, 17.00, 18.00, 19.00, 20.00; price is around 5 €) or**
- **shuttle bus (leaving at 5.50, 6.45, 9.45, 10.55, 12.45, 14.30, 16.00, 17.30, 18.30, 20.30, 22.00, 22.55, 00.00; price is around 10 €).**
- **You can also take taxi, but we do not reimburse for taxis (price should be between 20–40 €).**

Ask the driver to inform you when you will be arriving at the **train station in Ljubljana**, where you can switch for the **train or bus (it is all at the same place) to Ptuj**. You can always buy ticket on the place; our trains are never too full. If the office is close already, you can buy ticket (by the same price than in the office, pay attention!, at the train). We would advise you use train, as it is cheaper option than bus.

You can find the needed information about timetables on English section of our rail station site: [click here for timetables of trains](#) (put your destinations and date in the boxes provided and press enter ...). Don't worry if you will have to change the train on your route – ask the conductor or someone else to help you with it. People are usually extremely friendly in Slovenia! ☺



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So you are in Ptuj! How to get to that Lovely Holiday houses?!

When arriving to Ptuj, most certainly you will find yourself at the train or bus station. Ptuj is small, and the two stations are located just around hundred meters apart. If you will have a lot of luggage, you might want to take a **taxi**. There are always few of them standing in front of the bus stations and maybe even in front of the train station. When you step out of the train station, turn to the left and follow the road. You will see bus station across the road in one minute of walking! The taxi to the hotel should cost you less than 5 €. However, ask for the price (taximeter, off course) before you sit in! **You must know that this money is not reimbursed!**

If you decide for **walking**, it will take you approximately 20 minutes (fully loaded with your entire luggage) to reach the accomodation. It's not that bad, and [here is the map](#) to help you with it. The point A is the train station and the point B is the **Reception for the Holiday houses (Camp reception)**. If you arrive at the bus station, the road at your left is Ciril-Metodov drevored and the road in front of you is Osojnikova cesta (already marked with blue on the map, as it is the way to the hotel). **GPS coordinates** of the resorts are : +46.421095, +15.855858

ENVIRONMENTAL CONSIDERATION

How much will it cost the planet?

We kindly ask you to use the environmentally friendliest means of travel (train, bus, car-pooling). If you have to fly, due to living a very long distance from Slovenia (1000 km and more, **please see plane regulations section**). A CO2 compensation is highly recommended. We recommend you some website where you can calculate your CO2 emissions and where you can compensate it:

<https://www.atmosfair.de/en/home/>

<http://www.myclimate.org/>

<http://www.treesforall.info/>

<http://cotap.org/carbon-footprint-calculator/>

If know other websites you can use them and you can also share it with us 😊

Please follow these steps:

- Go to the website
- Fill in your place of departure and arrival and press the green button
- Check the details and press „Calculate emissions“
- Press „review/payment“



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e) Now you see how much the CO2 compensation would cost. Pay 60% of this amount (with a minimum of €5,50). Kuku will pay the other 40%. You can pay by credit card or bank transfer.

f) After you have paid you can request a certificate/document/proof payment as a confirmation. You will need this certificate/document/proof payment in order to get the 40% reimbursement of it.

We ask you to do this because of the following reasons:

1. To make people taking part in Kuku trainings aware of the choice in means of transport and its impact on the environment.
2. To take more concrete action for living Kuku values of sustainability and love and care for nature.
3. To set an example and make a statement as an organisation.
4. Even with the low costs airlines available nowadays we don't want people to consider the plane as the most convenient means of transport but consider the option of other, more time consuming, but also more environmental friendly ways of traveling like the train or bus.
5. In case flying is really the only option, the CO2 emission should be compensated through sustainable and trustable projects.

Plane regulations

The travel by plane will be reimbursed if:

- the time of travel would be inadequate to the time of activity duration (more than 1/2 of the activity time or more than 72 hours of total travelling time)
- it would not be safe for the participant to travel by train or bus
- it is cheaper to fly than to travel by train or bus

Additionally, for all participants travelling by plane **is highly recommended to offset at least 60% of their flights' CO2 emissions.**

Advices for everybody

- Unless you don't need it immediately, do not change too much money at airport– the rate is quite unfavourable; you can change more at the train station in Ljubljana or you can use ATMs, which are everywhere. We also have few exchange offices in Ptuj!
- When changing currency, make sure the exchange office doesn't take commission!



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3. WHAT TO TAKE WITH YOU / HOW TO PREPARE

When packing, don't forget:

- **Clothes for the autumn**; you are advised to check updated weather information [HERE!](#)
- **Comfortable clothes & shoes** (As our training will include some exciting elements of animation, you should bring something that is comfortable for you and you don't mind getting it dirty :)
- **Information about your organisation** (leaflets, brochures, other visibility materials);
- **Some traditional food/drinks** for the Intercultural Evening;
- (do not bring too much quantity – as from our experience usually is more than the whole group can take in one evening (and we don't want to waste)– you will not have the chance to cook or prepare any dishes – so please bring only already made
- products.
- Please make sure to put some **sweets** in there, since we would like to organize international coffee breaks :)
- **A book of children stories from your culture**. It should be something that you grew up with. It is important that it is from your own culture. If you don't have the book you can try to have a copy from internet of the story or you can just tell it to us- we
- **Traditional music for the Intercultural Night** as well as for other nights;
- A **story telling book**, one from your childhood
- **Any games, materials** (books, videos, photos, other products) that could be used during the training;
- **Materials, books or movies related to global education**(if you have from previous projects or in your possession)
- **Movies** (for optional movie evenings)
- **Highly effective alarm clock & GOOD mood!**

Presentations of Organisations

During one evening we will also facilitate a context where you can learn about each other's organizations. You don't need to prepare anything in advance, you will have time, after we will explain what it is all about; if you want to bring any materials from your organization, you are welcomed to do so. Keep in mind the time allocated for this exercise is just an appetiser– you can discuss the details and network all week long!



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Intercultural Night

On one of the first evenings we will have an Intercultural Night with traditional food and drinks and country presentations (in creative way). You are welcome to also present a traditional song or dance, or game that you would like to show and / or teach to others! We will introduce the concept of the evening during the training. As we all have kitchens in our houses, you can even bring something that needs preparation.

One evening will also have the story telling night, with childhood stories from your culture.

Other important things you need to know

- **Currency:** euro (€).
- **Money:** cash, cards (international credit and debit – VISA, Master, American Express, Maestro, Cirrus and other) and travel's cheques (American Express at banks and most exchange offices) are widely accepted.
- **National language:** Slovenian. We will teach you few phrases when you arrive!

However, the big majority speaks English and you have pretty good options to get along with German as well. In far west, Italian should be understood. Slovenians are usually multi-linguistics: French, Spanish, Croatian, Serbian and other foreign languages are not uncommon to be understood.

4. TRAVEL COST REIMBURSEMENT

We will reimburse 70% of your travel expenses **on the basis of the most economical transport fare** (APEX, student fare etc.).

The reimbursements will be done after the training course (when we will receive all the original tickets and receipts) via bank transfer (the 70% of your total travel cost).



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IMPORTANT! In order to reimburse you, we need:

If you are arriving with a flight, we would need:

- Invoice in ENGLISH of your ticket and the price in EURO;
- Copy of your tickets or e-tickets;
- Your boarding passes (coming and returning);
- Receipt of payment /proof of purchase;
- From those of you who have booked through internet - we need a confirmation of ticket payment.

For train or bus tickets, we need:

- The original ticket that shows clearly the date and the price (preferably the price to be in euro or an invoice in English with the price in euro).

The listed documents are compulsory for any reimbursement of your ticket!!!

IMPORTANT! - If you cannot hand over this information, then we cannot reimburse you. Our national agency requires these documents from us and if it's not completed, we do not get the funding for your travel.

If something is unclear about travel reimbursements, please contact us before leaving for the training course!

5. EMERGENCY CONTACTS AND CHECK LIST



Aja (00386-40-355-325) for aspect regarding the accommodation and travelling problems (late flight, getting lost, missing the bus and similar) – urgent situations in Slovenia or on the way to Slovenia

Oana (0040 – 742 – 346 - 043) for everything else, concerning the training course – general questions, program, reimbursement, etc.

EU EMERGENCY NUMBER: 112



Check list

Be sure you have all this packed and done before you leave!

- PASSPORT OR OTHER IDENTIFICATION DOCUMENT;
- TRAVEL HEALTH INSURANCE, valid for Slovenia (your national health insurance will provide you with the information about that);
- TRAVEL TICKETS (THERE AND BACK);
- TOOTH BRUSH ... HUH – YOU ALMOST FORGOT IT, RIGHT?©

Looking forward to **see you in SLOVENIA!**



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