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## INFOPACK FOR DISCOVER YOUR POTENTIAL VIA NETWORKING PROJECT

**Ref. Number:** 2021-1-BG01-KA152-YOU-000008899

**Coordinator:** Asotsiatsiya za analizirane i realizatsiya na inovatsii " (Analysis and Innovation Realization Association / ARNO)

**Exchange Dates:** 20.10.2022 - 29.10.2022 (Arrival to Hotel 19.10.2022, Departure from the Hotel: 30.10.2022)

**Accommodation / Place:** Varna – Accommodation and meals will be covered by the Project. Accommodation will be at Hotel Breeze 3. The hotel is near the sea. It is easily accessible from Bus Station and the Airport. All meals will be served at the hotel. The hotel has open areas for different activities.

**Contact:** [bg.analysis.innovation@gmail.com](mailto:bg.analysis.innovation@gmail.com) (Please contact your National Organization regarding the selection process of the participants)

For Turkish participants, please contact with [singderassociation@gmail.com](mailto:singderassociation@gmail.com)

**Number of Participants per each organization:** 9 Young People (18-30 years old + 1 Group Leader (Without Age Limit) – Gender Balance should be taken into consideration. (We may need more participants in line with project capacity)

### Context of the project

The general purpose of our project is to develop networking and management skills, increase awareness and capacity in this field, and thus contribute to their social and economic integration, with a tailored education methodology to be prepared based on the needs of young people. The specific objectives of the project are as follows:

- Development and improvement of young people's business networks, thus increasing their employability, reducing the unemployment of new graduates,
- Contributing to the creation of social networks as well as the business networks of young people, thus helping their social integration, contributing to the prevention of mental diseases related to asociality,
- Ensuring that young people make maximum use of their current business and social networks,
- Contributing to young people's ability to use the network they create through social media tools in an effective, efficient and beneficial way,
- Capacity building on how young people can develop and use their networks optimally, actively, effectively and efficiently within the hierarchy in their future initiatives.



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**Insurance:** According to our National Agency, it is participant’s responsibility to make the insurance arrangements. Please make your travel insurance (covering health issues) prior to coming to the training. It is the only requirement asked from the participants.

Other expenses such as travel, accomodation, meals and etc. will be covered by the Project in paralell with the rules of Erasmus+ Programme.

**TRAVEL**

- You have to use the cheapest way (i.e. economy class for planes/busses, no use of taxi – only the public transportation etc.) of travel. Otherwise, those costs cannot be reimbursed. It is important for you to collect all receipts for reimbursement.
- Extra Luggage fees, seat selection fees, insurance for cancellation fees or any other extra/optional costs will not be reimbursed and they will be deducted.

Please note that, travel costs are based on the address of your organization. If any of the participants travels from a near distance the travel subsistance will be lower as stated by the Erasmus+ Programme rules:

100 - 499 km: 180 € / 500 - 1999 km: 275 €

Also, according to our National Agency, if any of the participants would like to travel earlier and/or stay in Bulgaria. However, you will have to cover your own the other expenses. The limit of the extra duration is 3 days in total. Above 3 days, NA stated that you may not recover some of the travel costs in such cases.

Travel reimbursements will be done by cash at the last day of the training upon the submission of travel documents to us.

**Travel Costs per Country:**

- We recommend you to use [www.skyscanner.com](http://www.skyscanner.com) or [www.momondo.com](http://www.momondo.com) to find the most convenable flight.
- Please let us know before you buy the tickets.
- These amounts represent the maximum that can be reimbursed. However we kindly recommend to be considerate and rather choose environmentally friendly and economic ways of transportation.

<b>Country</b>	<b>Upper Limit for Travel Budget</b>
<b>Turkey</b>	<b>180 Euro</b>
<b>Romania</b>	<b>180 Euro</b>
<b>Greece</b>	<b>275 Euro</b>
<b>Italy</b>	<b>275 Euro</b>



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## REIMBURSEMENT

The Programme is financed by Erasmus+ program, meaning that the travel costs, food and accommodation will be covered by the hosting organization. To receive the reimbursement you need to provide us with all the original documents of transportation (plane, train or bus) that are used during your trip from the departure city to the training venue. This includes: tickets, receipts, boarding passes, invoices. We cannot reimburse: travel costs without the above proofs, taxi, blablacar, Uber.

On the reimbursement day, transportation tickets will be examined and subjected to online verification. After the verification & approval, reimbursements will be done by cash at the last day of the programme.

Reimbursement will be done in EURO (only small amounts can be paid in local currency, i.e amounts under 5 or 10 EURO) regardless of the mentioned currency in tickets, receipts and invoices. All tickets purchased in another currency other than Euro will be converted and calculated according to the current exchange rate when the reimbursement is made.

## IMPORTANT NOTES

- Check if your travel documents (passport or ID for participants from countries that can enter Bulgaria) are valid.
- Remember about travel documents. Do not forget to collect your boarding passes and any other bills/tickets from your travel.
- Take medicines that you use and please let us know in the application form.
- Feel free to bring information about your organization and activities that your organizations are doing.
- The programme will include intercultural evening thus you are welcome to bring with you something to taste, some music or anything presenting your culture.



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## TASKS FOR

### PARTICIPANTS

#### Before the Project

- You must follow deadlines.
- Each organisation need to prepare very well all the participants.
- You should bring materials for cultural night (food, typical clothes, drinks, flag etc), presentation or videos or other materials.
- YOU MUST JOIN THE VIRTUAL A MEETING (VIA SKYPE OR OTHER DIGITAL TOOL) BEFORE THE MOBILITY.

#### During the project

- You should attend at least 95% of the program to get reimbursement. (unless there is a force majeure)
- You should respect the program schedule in order to carry out successfully the activities
- You should be actively involved in all activities.

#### After the Project

- SHARING PROJECT RESULTS, VISUALS, PHOTOS ON YOUR SOCIAL MEDIA ACCOUNTS. (AND SEND THESE SHARES TO US)
- YOU MUST JOIN THE VIRTUAL A MEETING (VIA SKYPE OR OTHER DIGITAL TOOL) AFTER THE MOBILITY

### TRAVEL REIMBURSEMENT DOCUMENTS

Electronic tickets will only be reimbursed on receipt proof of payment (invoice, paper of booking/purchase printed from internet, copy of credit card-slip showing the transfer of the money for the ticket, payment confirmation from internet) and on presentation of the boarding pass for the outward journey.

Note, that the booking paper alone is not enough to prove your travel expenses. You should present as well the boarding passes, a bill, a slip of payment and print-out from your bank account to confirm the sum paid for your ticket.

All travel documents must be kept during the trip: boarding passes, bills, slips, tickets etc., because we absolutely need them!



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## HEALTH ISSUES

Personal health is very important that you notify us of any health risk or possibly necessary medicines (if you did not note it yet in your application form, please let the team know about it as soon as possible via email). The information you provided on any special needs does not remove your own personal responsibility for ensuring your own health.

Concerning special needs (diets, medicine) you need to tell us beforehand if you need any assistance from us in this matter.

### **COVID-19 Measures upon Entering Bulgaria**

**NOTE: PCR and/or antigen test costs will no be covered from the Project.**

As of 1 May 2022 all COVID-19 related travel restrictions will be lifted. From this date on, all the arriving passengers will no longer be obliged to provide COVID-19 related documents (i.e., COVID-19 vaccination certificates, COVID-19 recovery certificates, COVID-19 medical examinations) in order for them to be allowed to enter the territory of the Republic of Bulgaria.



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