

INFO PACK

GO DIGITAL

A TRAINING COURSE ABOUT DIGITAL TOOLS IN YOUTH WORK



Dear participants and future friends, here you can find practical information about “GO DIGITAL” that will take place in Larnaca, Cyprus from Saturday 17th to Sunday 25th March 2018 (17 & 25 are the travel dates).

PARTICIPATION FEE

The participation fee is 30 euros, and you have to pay it in cash on the first day of the training during your registration. There is no participation fee for the members of SEAL CYPRUS.

RESPONSIBLE PARTICIPATION

To have a responsible and participative atmosphere, we are expecting from you to give the maximum of yourselves to participate as much as possible and in the best way.

INSURANCE

Travel and accident insurance is a responsibility of the participants. You are advised to buy regular travel and accident insurance during your travel and your whole stay in Cyprus. Please do not forget to arrange your travel insurance including the responsibility insurance (in case of causing third-party damage). Health insurance is not provided by the organizers; the citizens of the European Union are entitled to the European Health Card. All the participants are strongly advised to bring with them the European Health Card.

THE LOCATION



The venue of the training course is [Hotel Flamingo in Larnaca](#), in McKenzy area, very close to the airport of Larnaca. MacKenzy is a beach full of nightclubs, café and restaurants especially the weekend.

You can see pictures of the hotel [here](#)

For more information about the city of Larnaca press [here](#)

THE HOTEL

[Hotel Flamingo](#)



Right outside of the Hotel starts a pedestrian promenade street which end ups in the famous Foinidkoudes beach (spelled: Finikudes) in the city centre.

When out of the hotel, if you take the pedestrian street to the left, you can walk all the way to Foinikoudes



From the pedestrian street, if you go right, you can find Makenzy beach after 1 minute



CHECK-IN & CHECK- OUT TIMES

Check- in after 14:00 pm on Saturday 17 March.

Check-out at 12:00 pm on Sunday 25 March.

If you arrive earlier or depart later than these times, you can leave your luggage at the hotel.

DINNER & LUNCH ARRANGEMENTS FOR THE FIRST & LAST DAY

Dinner will be offered on the 17th of March to the people who will arrive early.

The dinner time is 19:00- 21:00.

On the 25th we will offer only breakfast since by 12:00 pm everyone will have checked-out.

ROOMS

The rooms are hotel apartments, fully stocked with everything you may need. Towels are changed every 2 days, bed sheets every 3 days. The kitchen is equipped with fridge, small cooker, kettle, plates, glasses, etc. The rooms are very close to the seminar room (where the training will take place); you just use the elevator. You will share your apartment with participants from other countries. You will not be allowed to change rooms after your arrival. If for some personal reason you want to share with a specific participant, you have to let us know as soon as possible.

INTERNET ACCESS

There is WI-FI in all areas of the hotel as well as in the rooms.

TRAVEL INFORMATION

TRAVEL REIMBURSEMENT

To help us reimburse you (pay you back) for your travel expenses, you are kindly requested to bring with you:

- Original tickets (bus, train, flight) and receipts/ invoices where the price is noted.
- Original boarding passes.

You will be asked to fill an **Excel form** to record all your expenses. We will send it to you with instructions.

Only participants who will attend fully to the training will be paid back. The payment will be made via bank transfer once we have the originals of all the transportation papers including the ones from the return trip.

The travel budget per person is:

275 euros for participants travelling from Bulgaria, Greece, Slovakia.

360 euros for participants travelling from Estonia, Poland, Germany, Czech Republic.

BEFORE YOU BOOK YOUR FLIGHT

You are strongly advised to arrive at **LARNACA airport (LCA)**. Before buying the tickets, please send us the itinerary proposal. After our confirmation, you will be able to buy the tickets. We are not responsible for the tickets bought without our approval, and they might be not reimbursed.

EARLY ARRIVAL OR EARLY DEPARTURE

If you want to spend more time in Cyprus, you should keep in mind that our national agency accepts the participants to stay for 2 extra days; either before OR after the training course

FROM THE LARNACA AIRPORT TO THE HOTEL

Larnaca airport is only 2,5 Km from the hotel.

From Larnaca airport, the most convenient way to go to the hotel is with bus number **425** <http://www.cyprusbybus.com/RouteDetails.aspx?id=106> that stops outside the Flamingo hotel in McKenzie. Remember to ask- Larnaca is a small place, everyone knows the hotel and the bus drivers are very friendly.

The taxi cost is not covered, but if you arrive/ depart in the middle of the night and there is no other way to travel from/ to the airport, we will cover the cost. The cost is 15 euro for max 4 persons (the price is the same for daytime and nighttime). Please confirm the price with the driver before you get in the taxi.

One website with fixed prices is <http://www.mycypruscab.com/price-list>

If you arrive at Paphos airport (Not recommended. It is too complicated to get to Larnaca and too time-consuming)

There are two options: 1. Travel Express (<http://www.travelexpress.com.cy/>), which is a minibus and operates from 06:00 – 18:00 Please note that you have to book a place in advance. 2. Kapnos Airport Shuttle <http://www.kapnosairportshuttle.com/paphos?locale=en> (you better book in advance).

Please check the prices and choose the cheapest one. The travel express will bring you to the venue (after probably changing shuttle bus in Limassol) while with Kapnos you will have to take another bus from the central station in Larnaca to the venue (Flamingo Hotel in McKenzie). Again, remember to ask, Larnaca is a small place, everyone knows the hotel and the bus drivers are very friendly.

MORE PRACTICAL INFO

MONEY

The currency in Cyprus is Euro. Please BRING EUROS because it will be impossible to exchange your currency in Cyprus. All cost will be covered regarding training, board and lodging for the days of the activity. You will need to cover expenses for personal needs, drinks and coffees, etc. If you are coming earlier or leaving later, you will pay for your food and accommodation.

ELECTRICITY- PLUGS



Electricity in Cyprus is the same as the UK – 240 volts, with a 3-pin electrical plug socket. We will provide you with electrical adaptors to charge your computers in the seminar room. If you happen to own an adaptor, then bring it with you.

WHAT TO BRING WITH YOU

A laptop! In case you do not own a laptop, you should check with the other participants from your country and make sure you will bring at least one laptop in the training course.

We will try to hold some of our activities outdoors, so bring comfortable clothes and shoes.

Bring some **smart- casual** clothes and shoes because we will have official visits during the training course.

Do not forget your swimming suit and equipment if you are brave enough to try the pool or the sea. Keep in mind that the hotel is on the beach. You have to bring your beach towel. Bring also:

For the International Buffet:

Local food and drinks for 26 people. There is a refrigerator in your room.

For the Organisational Marketplace:

Information material about your country, your organisation, and your culture. Video or presentation of your organisation and your country. It will be great if you could bring posters, brochures, promotional material.



ENVIRONMENTAL AWARENESS

Our organisation is very concerned about the environment. Please bring your personal glass or travel mug or cup or thermos so as create as less plastic cups garbage as possible.

MEDICATION

Don't forget to take with you any medication you might need during your stay.

REPORTING & VISIBILITY

Erasmus+ requires activities for the dissemination (this means promotion and visibility) of the project. As you understand, you are going to have an important role in the publicity of the project in the media and the social media.

You will be asked to translate a short description of the project in your native language which your organisations will use to promote the project. This way, more people will benefit from your experience.

During the activity, we will take photos and video to be published in the media of the partners such as websites, social media or other visibility and promotion material. If you do not wish to be part of these publications, you have to contact the organisers.

WE ARE ONLINE

We have created a Facebook Group where the **selected** participants will communicate with one another as well as with the trainers and the organizer. Drop a line to introduce yourself!

<https://www.facebook.com/groups/GoDigitalEU/>

The project's website page is: <http://www.sealcyprus.org/projects/go-digital>

Follow us on Facebook: www.facebook.com/sealngocy

To mention our organisation on Facebook, please type the mention **@sealngocy**

The hashtag of the project on Twitter is **#GoDigitalEUproject**

Please use it for all your tweets about the project.

CONTACT INFORMATION

Our email is sealcyprus@gmail.com

Save our mobile numbers on your mobiles for the unlikely event of an emergency

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IS THERE SOMETHING WE SHOULD KNOW?

If you have any special need or special request, please let us know in advance

We look forward to meeting you.

SEE YOU SOON IN CYPRUS!