

# Social Communication Forum

Infopack for Participants and Associations

## Mobility of Youth Workers

19<sup>th</sup> January – 25<sup>th</sup> January 2018  
Palermo, Italy

Associazione di promozione sociale Maghweb

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## About Social Communication Forum

Social Communication Forum is a 5+2 days mobility of youth workers project, that will be held in Palermo in January 2018. Maghweb's project "Social Communication Forum" aims to create a network of organisations and youth workers with knowledge and competencies in the field of communication and social information, that works together to improve quality of information about social issues in Europe. The main goal is to design social and educational interventions which deals with important social issues for the EU, through the responsible and effective use of communication tools and non-formal education methodologies.

The project will involve 12 partners who works on social communication from: Italy (Maghweb), Spain (Prensa Juvenil Canaria), Greece (Cinergies), Croatia (vovo), Portugal (Geoclube), Romania (Fundatia Parada), Slovakia (Youth for Equality), Slovenia (MAGICNOST USTVARJANJA) Czech Republic (Dice), Poland (Youth of Europe), Lithuania (Inceptus), Bulgaria (Global Organization for Development). Each partner will send two operators, for a total of 24 participants.

### Profile of the participants

Each organization will send 2 participants: it is suitable if the persons that will participate are members of the staff, or at least are volunteers that knows how the organization works, how works the communication and can explain vision and mission.

### Materials to prepare for the exchange

#### Presentation

Please prepare a presentation about your organisation: (mission, vision, profile of the team, activities and good practices), you will have 20 minutes per organization. We strongly recommend to us an interactive method to present your experience/association if it's possible.

#### Intercultural evening

During the exchange, we will organize an **intercultural dinner and party**. Please bring typical food, soft drinks, games and music to introduce the culture of region/country of origin. Please organize a game or an activity to present your country in a non formal way!

#### Movie Night

Maghweb will provide some movies. Participants can bring movies in a DVD or pen-drive. Movies must be with English subtitles.

#### Activities

No professional equipment is required, but if the participants want to bring their laptop, it could be useful during the activities. Bring with you comfort shoes in order to face walking outdoors (sports shoes is enough, no trekking shoes). Each day, at the end of the activities, a reflection and feedback moment will be held to monitoring the.

### DO NOT FORGET TO BRING WITH YOU:

- Due to the unfortunate possibility of delays in baggage handling, it is strongly recommended that participants taking connecting flights **carry all valuables and medicines in their hand luggage, as well as what is needed for an overnight stay** (toothbrush, change of clothes, etc.)



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- Printed copies of **ID card** or **passport** and **tickets/invoices (flight boarding pass, train, bus, taxi)**

## Financial conditions

**For everybody:** accommodation and meals are covered **only during the mobility days** (19<sup>th</sup> January - 25<sup>th</sup> January). **Accommodation and meals in extra days are up to participants.**

**Italian group:** no refunds available for travels.

**Spanish and Lithuanian groups:** refund up to 360 euros/participants for travels (flight, trains, buses, etc.). Up to 360 euros means that **we will refund the exact cost if it is within the limit of 360**, if you spend more we will refund 360 €. Print **receipts and boarding passes** in order to get the refund. Reimbursement is available **ONLY** on travel days or one day before/after the mobility days. If only one flight (outbound or return) is during the days available for the refund, please give **a receipt that shows the cost only for this flight/travel**. If not so, we can't give the receipt at all. In case of travels that last more than one day, the day that Italian Agency considers is the day of arrival/departure from Palermo. Travel can't last more than 48 hours, stopovers can't last more than 24 hours. If a stopover lasts more than the accepted time or your travel lasts more than 48 hours, only travels in the accepted time will be refunded [Eg. You leave your city on 17<sup>th</sup> and you arrive in Palermo on 19<sup>th</sup>, we consider your travel valid to obtain refund because you arrive on 19<sup>th</sup> that is a travel day, it doesn't matter that you start your journey on 17<sup>th</sup>. If your journey starts on 16<sup>h</sup> we will refund only the part of the travel on 17<sup>th</sup> and 18<sup>th</sup>].

**All the other groups:** refund up to 275 euros/participants for travels (flight, trains, buses, etc.). Up to 275 euros means that **we will refund the exact cost if it is within the limit of 275**, if you spend more we will refund 275 €. Print **receipts and boarding passes** in order to get the refund. Reimbursement is available **ONLY** on travel days or one day before/after the mobility days. If only one flight (outbound or return) is during the days available for the refund, please give **a receipt that shows the cost only for this flight/travel**. If not so, we can't give the receipt at all. In case of travels that last more than one day, the day that Italian Agency considers is the day of arrival/departure from Palermo. Travel can't last more than 48 hours, stopovers can't last more than 24 hours. If a stopover lasts more than the accepted time or your travel lasts more than 48 hours, only travels in the accepted time will be refunded [Eg. You leave your city on 17<sup>th</sup> and you arrive in Palermo on 19<sup>th</sup>, we consider your travel valid to obtain refund because you arrive on 19<sup>th</sup> that is a travel day, it doesn't matter that you start your journey on 17<sup>th</sup>. If your journey starts on 16<sup>h</sup> we will refund only the part of the travel on 17<sup>th</sup> and 18<sup>th</sup>].

**We can't do refunds if we do not receive boarding passes and the details and proofs of expenses (tickets, invoice, confirmation email, everything with name, date and price. SCREENSHOTS ARE NOT ADMITTED)**

**All reimbursement will be made by bank transfer to association's bank account.** Money transfer to participants or association's members is not accepted by Italian National Agency. Each partners association will refund their participants. Refund will be made in 3 weeks since Maghweb will receive all documents from participants/associations

During the exchange, we will ask you to provide printed copies of:

- All original **tickets** (also buses or train) and receipts with the price (electronic boarding passes without price cannot be considered)
- Outbound and return **boarding passes**
- Printed copy of your **ID card** or passport

## About Palermo and accommodation

Palermo has an average temperature in January between 10 and 17 degrees with high chance of rain, so it's recommended to bring an umbrella.

Accommodation will be in "Cappuccini Flats" apartments, located in via Cappuccini, 85. It's in the city center, very close to cathedral, bus stops, historical markets and other point of interest.

Participants will be hosted in double beds rooms. Some rooms are with common bathrooms. Blankets and sheets will be provided but **no towels, hairdryer and soap/shampoo**, participants must bring their own. Breakfast will be consumed directly in the apartments, lunch and dinner in restaurants or in the hostel in case of take away food.

**Personal safety:** Palermo is a safe city, but like every European town it is wise to avoid backstreets after dark.

Here you can see the B&B's website → <http://www.cappucciniflats.it>

## Other informations

If anyone of participants has **allergies, food intolerance or a particular diet** must communicate it to the staff before the exchange.

**Prescriptions:** A prescription delivered by a doctor in an EU country is valid in all EU countries. However, medicine prescribed in one country might not be available in another, or it may have another name. Since 25<sup>th</sup> October 2013, EU citizens are able to ask for a *cross-border prescription* which is intended for use in another EU country: these are designed to help the pharmacist understand the prescription easily, the ingredients of the medicine and their dosage. To avoid problem, Maghweb highly recommend to participants, if they have an ongoing therapy, to provide from themselves, bringing from his own country, for all of medications they need during the exchange. Participants should bring their own European Health Insurance Card in order to avoid any medical expenses in case of illness or accident.

**Phone calls:** The calling code for Italy is 0039 . If you call from abroad dial +39(...) or 0039(...)

**Emergency calls:** 112 Carabinieri (Police) /// 118 Ambulance

**Transports:** Palermo is connected via shuttle bus and shared taxi with the Falcone-Borsellino (Punta Raisi) airport. Bus station is next to airport, there's only one bus company called "Prestia e Comandé" (<http://www.prestiaecomande.it/> ). It runs every half an hour, (from 04.00 to 22.30 from Palermo, from 05.00 to 00.15 from Airport), one trip takes about 50 minutes. Participants have to get off the bus at last stop, *Stazione Centrale-Piazza Giulio Cesare* (Central Station). Shared taxies costs a little bit more (around 7,00 €) but is faster than the bus. Meeting points with Maghweb staff are very close to Central Station (10 minutes by feet to Stato Brado), as you can see in the map below. Exact meeting point will be communicate to youth leader with direct message.

If you find flights only for Trapani airport, please ensure you to find a transport (train, taxi, bus) to Palermo

city before buying flight tickets!

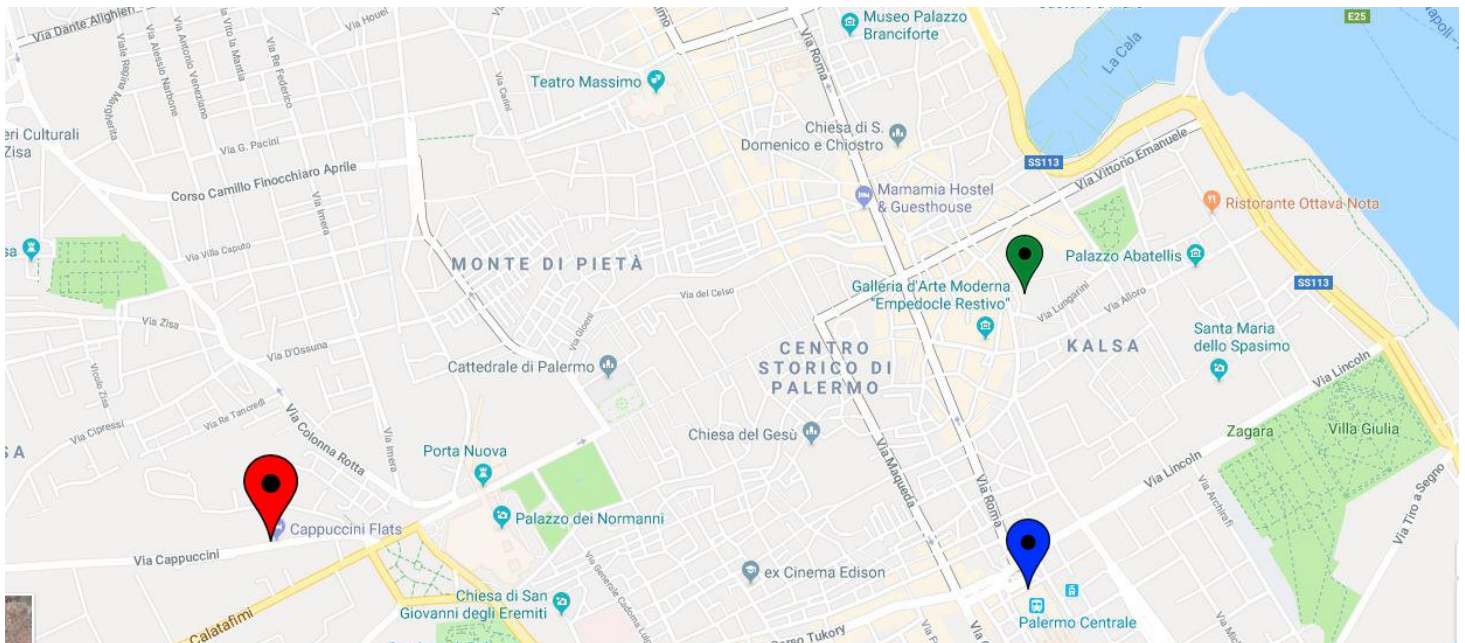
Palermo Airport has daily connections with Milan, Rome, Turin, Bologna, Treviso, Naples, Bergamo; if you don't find a direct flight a good idea could be to arrive in one of these cities and book another flight to Palermo (please pay attention to the fact that Rome and Milan have two different, and very far each other, airports, if you think to have a stopover in these cities pay attention on which airport you'll arrive/leave).

Meeting points will be:

**Stazione Centrale (Central Station)** or **Stato Brado (Maghweb headquarter)** or **Cappuccini Flats**.

Follow the colour of the landmark in the map below to find these places

The distance between Central Station and Stato Brado, according Google Maps, it's only 500 meters



## Addresses

*Cappuccini Flats*  
Via Cappuccini, 85  
Palermo

*Stato Brado office*  
Piazzetta di Resuttano, 4  
Palermo

## Maghweb's Staff Contacts

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