

KICKOFF MEETING
18-19-20 December, Verbania, Italy

INFOPACK



Erasmus+





BASICS

MEETING GOALS:

- to get to know each other;
- to share our motivations and wishes 4 outcomes;
- planning of project activities, tasks division, tools, methods;
- planning of communication, evaluation, monitoring, reporting, visibility, dissemination activities;
- management and administrative rules

WHO CAN PARTICIPATE?

- 2 Pax from partner organization
- Coming from Italy, Spain, Turkey, Slovenia, Portugal, Austria.

VENUE & ACCOMMODATION:

- The Meeting will take place at Hotel Chiostro, located in Verbania, 1h far by car from Milan, Italy

www.chiostrovb.it



LEARNING

ABOUT THE PROJECT:

- 1 full day of meeting + traveling days, to share relevant information and agreements on project goals, actions, methods, results, Budget management

AGENDA OF THE MEETING:

Wednesday - December 18th - Verbania
14.00 – 14:15 Coffee welcome
14:15 – 16:00 Meeting opening Review meeting objectives and the agenda
16:00 - 17:00 Team/partner organizations introductions Motivations and wishes for project impacts on the organizations
17:00 – 18:00 Management and administrative rules
18:00 - 19:00 General description of Yes volunteering project: Discussion on the objectives and activities
19:00 – 20:00 free time

20:00 - 21:00 Dinner

21.30 - 22:30 "Project target groups" Discussion on the issue (direct/indirect targets) / "National best practices to study" - proposals and short description of 5 best practices on the topic from each partner

Thursday - December 19th - Verbania

8:00 - 09:00 Breakfast

09:00 - 10:00 Plan for the project implementation - Gantt of actions - Details on actions timing

10:00 - 11:00 Tasks for promoters&partners, set of project results indicators for planned tasks

11:00 - 11:15 Coffee break

11:15 - 12:00 Tools 4 Internal/external communication and 4 project coordination (web site, online questionnaires/forms)

12:0 - 13:00 International seminars calendar: shared setting of timing for next 5 meetings in the partner countries

13:00 - 14:00 Lunch break

14:00 - 15:00 Details on the first action - research step: research targets, methods, tools, timing, results (nr. of interviews, focus groups, questionnaire from each partner)

15:00 - 16:00 Press conference

16:00 - 16:15 Coffee break

16:15 - 17:00 Ideas/proposals on related projects/applications to further work as a network on the topic

17:00 - 18:00 Conclusion and perspectives

18:00 - 19:30 Visit

19:30 - 22h Dinner

Friday - December 20th - Verbania

8:00 - 09:00 Breakfast

9:00 - 10:00 Departure



PREPARATION TASKS

Please, within the deadline 14th of December, fill the following form

<https://docs.google.com/forms/d/1ArV1RCZ0iIYHWoba eWvK-44Or1lamLQoFFZ1EPdiIK0/edit>

Main requested info are:

- info on your travel details;
- special needs, food allergies;
- previous experiences in ka2;
- organization expertise with the topic (your projects, as coordinator or partner, connected to topics of volunteering, skills empowerment of marginalized people);
- profile/skills of the staff members;
- specific target group you can contact 4 research activities (profile of the unemployed people you can easily reach);
- selection of 5 national best practices you can study;
- network of local stakeholders you can include;
- tools you can use to support dissemination activities



ACCOMODATION The meeting will be held in the city of Verbania, situated around 50 km from Milano. Participants will be accommodated at Hotel Chioistro www.hotelchiostro.it
Towels and bed linen are provided, so you don't need to bring them. You will also find some soap and shampoo.
Wi fi connection is available on the building and in rooms.

ACCOMODATION OPTIONS&PRICES

Single room: cost is 39 € (international breakfast, taxes included)

Double room: cost per person is 31 € (international breakfast, taxes, included)

Triple room: cost per person is 27,66 € (international breakfast, taxes, included)

*** Please inform us on the preferred solution**

*** We can accomodate you in double or triple rooms, in this case you will be sharing room with participants of the same gender and mixed nationalities.**

MEALS

Meals will be organized as following:

-lunch in the hotel restaurant or in a close restaurant- menu with fixed price cost: 12 € per person

(including 1° and 2° dish with vegetables, water, coffee)

-dinner all together out in a restaurant in the city - menu with fixed price cost: 15 € per person (tastings of italian food).



HOW TO GET HERE

Airports near Verbania, Italy

[Milan Malpensa](#) at 50 km. ✈️ [1159 flights](#)

[Milan Linate](#) at 115 km. ✈️ [214 flights](#)

[Milan Orio al Serio](#) at **135 km.** ✈️ [177 flights](#)

Better option is to arrive in MILAN MALPENSA AIRPORT

Some suggestions to organize local transfer from the airport (for information only cause we will organize local trip for you when you send us your plane arrival time).

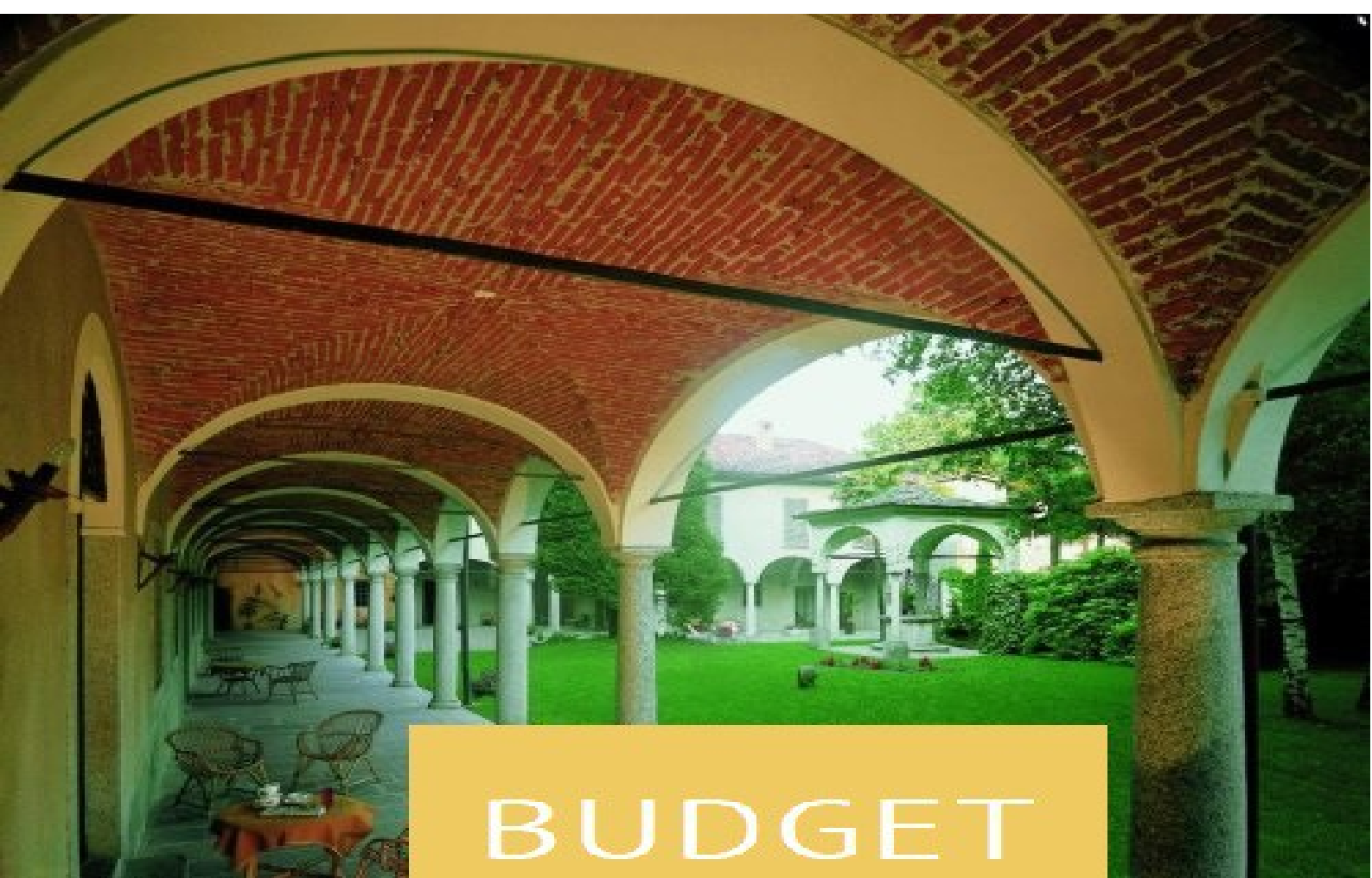
If you arrive by plane to Milano Malpensa Airport:

The Airport is about 50 Km (about 1 hour) far from Verbania city Centre. 2 shuttle bus (Comazzi Service and Saf2000) links Milano airport to the venue. Specifically:

1) Comazzi bus: you arrive to Gravellona Toce (15 min. far from Verbania, and we will pick up you by car to the hotel: book on line and pay on the shuttle – cost is around 14 € per person www.comazzibus.com

2) Saf2000 arrives directly to Verbania cost is around 14 € (book on line and pay only online at the booking time) www.safprenotazioni.com **If**

you arrive by plane to Bergamo Orio Al Serio Airport: the Airport is about 135 Km far from Verbania city centre. A shuttle bus links Bergamo Orio Al Serio airport to Milano Centrale railway station (Orio Shuttle Service). The ticket price starts from € 5 and can be bought directly on the bus. There are buses each 20 minutes. Following you'll find the time table of the departures from the airport: Your bus stop with Orio Shuttle is: Milano "stazione centrale" (central station of trains). From Milano Centrale station to Verbania: when you arrive to the railway station of Milano you have to take a train to Verbania railway station. Once arrived at the railway station of Verbania, you need to take a bus to Verbania city center. But we will not ask you to take a bus, we will pick you up at railway station to go to Verbania Hotel.



BUDGET

TRAVEL EXPENSES AND REIMBURSEMENT

- The participants will be reimbursed for their travel expenses TO and FROM Italy in accordance with the Erasmus+ funding rules and project agreement.
- The reimbursement will be done through bank transfer to the account of each organization.

PLEASE KEEP ALL THE E – TICKETS WITH PRICES, BOARDING PASSES AND INVOICES IN ORDER TO GET REIMBURSED.

IF YOU NEED FURTHER INFORMATION, PLEASE CONTACT US

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