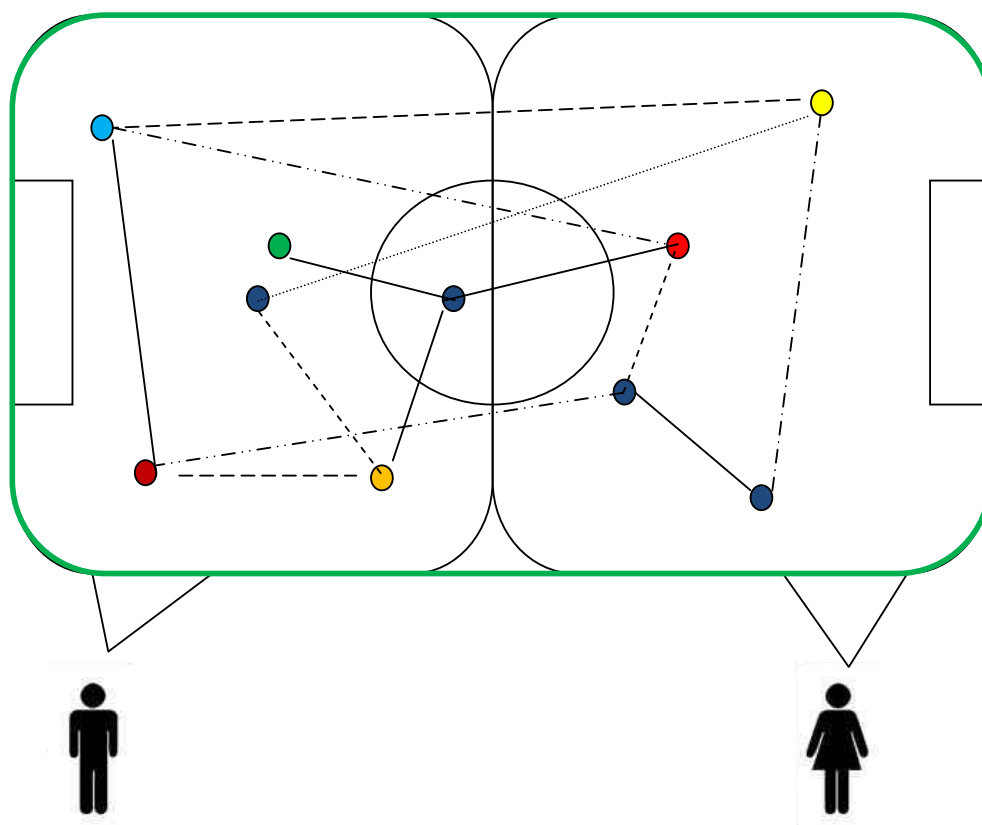


SPORT for Dialogue SEMINAR

Warsaw, POLAND
15th – 19th October 2013

PREPARATION INFO PACK



Dear Partners,

Welcome to the pre-seminar phase! In this document you will find all details and deadlines of main preparations for “SPORT for Dialogue” SEMINAR that will take place in Warsaw (Poland) from 15th until 19th October 2013. Please read them carefully and follow the instructions in order to go through this phase smoothly and fully enjoy the seminar.

If you have any further questions please do not hesitate to contact the organisers.

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Looking forward to seeing you in Poland!

“SPORT for Dialogue” Seminar TEAM

ALL MATERIALS MENTIONED IN THE FOLLOWING DOCUMENT SHOULD BE SENT IN ENGLISH

WHAT YOU WILL FIND IN THESE PAGES

Basic Information about the seminar

Dates
Place
Short description
Main Goals
Schedule

Selecting participants

Criteria
Information to be sent to the organisers
Deadline

Building a book of good practices

Main idea of the booklet
Materials to be sent (NGO profile and articles)
Deadline

Sharing the knowledge – participants' input

Description of the activity proposal
Deadline for activity proposal

Travel Arrangement

Procedure
Costs
Useful information
Reimbursement
Deadlines

DEADLINES AND ACTIVITIES TO BE DONE BY PARTNER NGOs

- | | |
|--|---|
| 1. Select participants | 15 th August |
| 2. Send list of your representatives | 15 th August |
| 3. Arrange travel | not earlier than 1st August |
| 4. Send description of your NGO | 15 th September |
| 5. Send an article for the book of good practice | 15 th September |
| 6. Propose your activity to facilitate the seminar | 15 th September |
| 7. Prepare yourself for the seminar | 14 th October |
| 8. PARTICIPATE IN THE SEMINAR | 15 th -19 th October |
| 9. Send reimbursement documents | 2 nd November |

BASIC INFORMATION

Dates: 15th – 19th October 2013

Place: Warsaw, POLAND

Participants: 29 participants from Albania, Finland, Great Britain, Ireland, Macedonia, Malta, Montenegro, Poland, Serbia, Switzerland.

youth workers, street workers, community workers, NGO activists, educators experienced in working in intercultural environment, sport trainers, researchers and academics interested in social inclusion, non-formal education and sport

Description: „SPORT for Dialogue” is a 5-day SEMINAR on good practice in the field of social inclusion and intercultural dialogue through sport. Topics discussed during the seminar are connected with different aspects of social inclusion, intercultural dialogue, diversity and integration both in local communities and on international level. Participants will reflect on fields of exclusion, local communities facing interculturality, tolerance, challenges and possible solutions to overcome problems with special emphasis on sports. The seminar will be put in the context of diversity and anti-discrimination education. Participants will present and discuss methods used in their activities to promote integration and mutual understanding through sport. The seminar will also focus on the role of youth both as a target group and creators of the social change.

Seminar will be carried out within the use of different active methods like debates, workshops, presentations and visits to local projects. We wish to exchange tools used by organisations, discuss ideas for international activities and projects. The seminar will be accompanied by online report.

To provide a wider context, the seminar will be held during FARE Action Weeks 2013. For the visibility and multiplication of the project ideas and recommendations as well as good practice of partner organisations will be collected and issued in a booklet.

Main goals

- sharing experience between practitioners and academics across Europe
- collecting tools and good practice in the field of social inclusion through sport
- networking and strengthening partnerships
- placing local initiatives in European context
- building recommendations for further activities and wider social campaigns

Language of the seminar: English

Costs: Hosting costs (food & accommodation) will be covered by the organisers with the financial support of “Youth in Action” Programme. Travel costs of participants from abroad are entitled to be reimbursed after the seminar (for more details see in “Travel Arrangement”, page 7).

Program draft

SPORT for Dialogue Seminar					
	15.10.2013	16.10.2013	17.10.2013	18.10.2013	19.10.2013
until 09:00	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
09:30	Arrivals	Sport for social inclusion	Challenges and possible solutions	Good practices and ideas to implement	OPEN SPACE project planning & networking
		NGO market		TOOL FAIR	
13:30		LUNCH	LUNCH	LUNCH	
15:00					
16:30	WELCOME&snack	Education for empowerment and human rights	FIELD TRIPS Sport and youth work	Recommendations and closing session	Departures and post-seminar activities
	Introduction				
19:00	DINNER	DINNER	DINNER in the CITY	DINNER	
20:30	Getting to know each other	Football for social change and human rights	FREE evening	Intercultural evening	

PARTICIPANTS' SELECTION

Each Partner Organisation select participants representing their organisation at the seminar **individually**.

Participants of the seminar can be selected from:

- members or workers of the Partner
- volunteers of the Partner
- open call for participants

We kindly ask you to select participants according to the following criteria:

- Interest in the topic of the seminar
- Experience related to sport, antidiscrimination, social inclusion, intercultural dialogue, youth work and/or education.
- Motivation to contribute to the activities of the seminar and participate in the whole programme of the seminar
- Language skills (English) – to be able to participate in the programme

PLEASE consider gender balance among participants selected for the seminar.

Information about the participants should be presented to the organisers **by 15th August 2013** and should include following data:

- Name and surname
- Gender
- Contacts: (phone number and email address) – with information if we are allowed to put the contacts on the participants list which will be sent to all participants later on.
- Date of birth
- Role in the organisation or profession
- Special food requests (vegetarian, vegan, any other diet)

“SPORT FOR DIALOGUE” BOOK OF GOOD PRACTICE

For the visibility and multiplication of the project, ideas and recommendations as well as good practices of the Partner organisations will be collected and issued in a booklet. Content of the booklet refers to the following topics:

- anti-discrimination, human rights and education through sport
- social inclusion, intercultural dialogue, diversity and integration both in local communities and on international level
- sport and youth work
- challenges and possible solutions for social inclusion, intercultural dialogue and youth work
- integration and mutual understanding through sport
- sport and social change

The booklet will contain:

- Profiles of Partner organisations
- Essays and reflections
- Project presentations
- Practical tools for use: workshop scenarios, games, other materials
- Materials collected during the seminar

Each Partner NGO is welcome to send:

Description of the organisation (maximum 200 words)

- Name of the organisation
- Description of the organisation should include: main goals and activities carried out within the topic of social inclusion, intercultural dialogue, education, sport and youth work; target group of their activities; any other important information
- Contacts
- Website address
- Logo (.jpg or .pdf format)

Articles (maximum 1500 words)

Articles are to be written in one of the topics mentioned above in the document and one of the forms mentioned below:

- a) **Essays** and reflections: Free form
Title, name of the author/authors with short biographic note, bibliography if used
- b) **Project presentations:** goals, dates, target group, highlights, results, reflections or recommendations
- c) **Practical tools:** description, goals, target group, time, materials needed,
Optional: graphics or photos, visual materials to be used,

DEADLINE for sending materials for the booklet is 15th August 2013.

ALL MATERIALS FOR THE BOOKLET SHOULD BE SENT IN AN EDITTABLE TEXT FORMAT.

All descriptions of the Partner organisations will be presented in the booklet.

Due to limited number of pages in the booklet organisers reserve the right to select essays, project presentations and practical tools. Authors of the selected articles will be informed by 15th October.

SHARE YOUR KNOWLEDGE – FACILITATE THE SEMINAR (participants' input)

This part of the seminar is designed to give participants more chance to present good practices from their everyday work and use their expert knowledge. This part of the seminar will be held on 18th October 2013 during the morning session called "Good practices and ideas to implement". The activities should be related to the topics of the seminar.

Participants willing to run activity during the seminar (workshop, presentation, interactive game etc.) are asked to send a short description of their activity proposal. **Deadline for sending activity proposals is 15th September 2013.** Description of the activity should contain: context and short description of the activity, goals, methods, materials and equipment needed, space needed (outdoor/indoor).

The activity should not take more than 90 minutes.

Due to large number of participants and limited time, organisers will select the activities to be run during the "Good practices and ideas to implement" session. Activities will be selected by 30th September and facilitators informed.

Other projects, tools, methods and materials are welcome to be presented during TOOL FAIR session.

TRAVEL ARRANGEMENT

Travel is to be arranged by each participant individually. **Flights and other tickets can be booked not earlier than 1st August 2013. Any booking and expenses done before 1st August 2013 will not be reimbursed.**

Participants can travel by: plane (economy class), bus, train (second class), city public transport

According to the number of participants and predicted travel expenses each Partner organisation has a limited amount of money reserved for reimbursement. All expenses above the limit are to be covered by the participants. Each organisation will be informed about the limit of their travel expenses.

Please arrange your trip to arrive on time for the seminar.

ARRIVAL – 15th October 2013 **3:00 p.m. at the latest**

DEPARTURE – 19th October 2013 **1:00 p.m. at the earliest**

Participants are allowed to travel within maximum 3 days earlier on the way to seminar (12th October) or 3 days after on the way back from the seminar (22nd October).

NOTE that any additional accommodation before or after the seminar is to be covered by the participants.

Airports in Warsaw: Warsaw Chopin Airport or Warszawa Modlin Airport

Other airports in Poland: Kraków, Łódź, Katowice, Gdańsk

In case of arriving by plain to other cities, possible connections to Warsaw (Warszawa) by train or bus can be found on following websites:

<http://rozklad-pkp.pl/bin/query.exe/en?>

<http://m.polskibus.com/>

The travel should be arranged from and back to the country of the Partner NGO.

Reimbursement

Each participant travelling from abroad is entitled to get **70% reimbursement** of the travel costs. Costs will be calculated in EURO (using currency exchange rate published by Polish National Agency for “Youth in Action” Programme). Reimbursement is possible only after the seminar. Reimbursement will be done through Partner NGO. **First class tickets will not be reimbursed.**

In order to get reimbursement each individual needs to send to the organisers through Partner NGO the following documents:

- used boarding passes and other tickets used during the travel
- Invoices or printed reservations with a visible price of the ticket (and a name of the passenger in case of the plane tickets)
- An invoice or a request of payment by the Partner NGO with a name of the project, type of expenses, total price of reimbursement, bank account number, signature and stamp of the NGO.

The documents must be sent to the organisers by 2nd November 2013 (date of the post office stamp).

More information to come in PARTICIPANTS' INFO PACK soon :

- Accommodation and seminar facilities details
- Participants list
- Further seminar preparations (EASY and FUN 😊)
- Useful tips
- Things to bring