

FAQs

Youth Leaders

Dear Team leaders,

We have compiled a catalogue of the most frequently asked questions (FAQs) to clarify some of the questions that may arise within the framework of the event or its preparation. **Please read the FAQ carefully before you finally commit to the event. They replace the general terms and conditions of business and are legally binding!**

The FAQ catalogue is divided into four categories:

1. Event application
2. Preparatory Workshop & contract
3. Travel, cost coverage & accommodation
4. Event days
5. Cancellation

If you have a question regarding the event, please check if the answer can be found in this list. If not, please contact the conference management team at:

OFAJ-DFJW-Berlin@labconcepts.de (for travel, accommodation and visa arrangements)

Berlin2018@dfjw.org (for programme related and other questions)

1. Event application

1.1 What are the conditions for the application?

- Proven experience in supervising international, intercultural youth groups (certificate of benefit, references or similar credentials)
- Interest in history, remembrance work and peace education
- Skills in intercultural pedagogy
- Experience with the language animation method is appreciated
- Very good spoken English language skills required
- Good language skills in German or French or an additional language (Russian, Polish, Turkish, Arabic, etc.) appreciated

Youth leaders are required to be present for all days as all event activities (preparatory meeting the from September 14 to 16, 2018 and for the event from November 13, 2018 to November 19, 2018). It is therefore not possible to participate only in individual events or to shorten the stay.

1.2 What are the tasks of the youth leaders during the event?

- Preparing, designing and implementing a workshop over several days on the topic of the end of World War I in 1918 and the way out of war as well as on the topic of a common and peaceful future in and around Europe. The workshop modules will be led by a tandem or tridem and intended for an international group of about 20-25 young people (aged 15-22).

- Supporting a multilingual, international group of 20 to 25 young people during their entire stay (i.e., during the workshop and the accompanying cultural programme), taking the intercultural dimension of the groups into consideration.
- Compulsory attendance of a preparatory weekend seminar from September 14 to 16, 2018 in Berlin (lodging in double and 4-bed rooms).
- Compulsory attendance of a preparatory meeting and a follow-up meeting for the youth meeting in Berlin; this means arriving on November 13, 2018 (one day before the beginning of the youth meeting) and departing on November 19, 2018 (one day after the youth meeting) (lodging in double rooms).

It is possible, but not required, to apply directly as a tandem or tridem. In this case, simply include the name of your partner in your application.

1.3 I have submitted the application, when will my participation be confirmed?

You will be informed of the status of your application by the mid of July 2018.

1.4 What happens next after I have received the confirmation of my application for the event?

Once you have received confirmation that you have been accepted for the event, please confirm your participation and your acceptance of the regulations at hand within 1 week via the link provided in the confirmation email. If we have not heard from you within one week, your place will be made available to other applicants.

After your confirmation, we will contact you and provide you with further information regarding your contract, travel booking and the preparatory workshop in September.

1.5 What are my chances of being able to take part if I am on the waiting list?

Unfortunately, we cannot provide you with any information about the likelihood of being able to take part if you are on the waiting list. The number of available places depends on the number of cancellations, etc. and this can be difficult to predict.

1.6 On what bases are confirmations made, what are the reasons for declining my application to participate?

The experience in intercultural education and international youth work, language skills, the eligibility of the proposed workshop ideas, as well as statistic factors of balance of age, gender and nationality are key factors for accepting or declining applications. Unfortunately, a high number of applications inevitably leads to many cancellations. Please understand that the organisers cannot give individual reasons for cancellation. We hope that we may be able to welcome you to another event in the future if your application is unsuccessful.

2. Contract

2.1 Will I receive a contract and how will the payment of the allowance be carried out?

Yes, once your application has been accepted, and you have confirmed your participation, you will receive a written contract. The fixed allowance for the different tasks and activities is 1300 Euro (gross) (lump sum). The honorarium will be transferred to your bank account after the youth event.

3. Workshop Concepts & Preparatory Workshop

Based on your draft ideas or draft proposals for workshop modules (mentioned in your application), workshop ideas and methods (intercultural and language animation) will be further and jointly elaborated, under the guidance of a team of pedagogical experts, during the two-day preparation and training seminar on September 14-16, 2018 in Berlin. External speakers or instructors will also provide additional thematic support in the workshops. Further information on the overall Workshop concept will be provided ahead of the September Seminar (14-16 September 2018). You should count about two days of further preparation work for your workshop modules between September and the big youth event in November 14-18, 2018.

4. Travel, cost coverage & accommodation

4.1 What costs will be covered by the organizers? What do I have to pay for myself?

The Franco-German Youth Office bears the following costs for the youth leaders:

- Double or multi-share room accommodation in a youth hostel in Berlin for the Preparatory Seminar from 14 to 16 September 2018 and for the stay during the youth event in November (from 13 to 19 November 2018, including one day preparation meeting and one half day for the debriefing meeting). The organisers cannot extend this time frame either forwards or backwards. If you would like to arrive earlier or depart later, you must organise your own accommodation and cover the costs for it.
- Full board during the Preparatory Seminar and the youth event (main meals, non-alcoholic beverages, coffee breaks).
- The organisers will book your travel for both dates.
- Transfer between the hostel, the different venues and Workshop activities.
- No participation fee will be charged.
- Reimbursement of travel cost in Berlin (public transport) from/and back to train station or airport to the event (only on receipt). A shuttle service will be organised from the Airports to the hostel during the youth event.
- Visa costs (only on receipt).

Participants must cover the following costs themselves:

- All other costs not listed above, e.g. private evening programme, catering outside the hours of the event, minibar.

- Travel expenses that exceed the booked tickets and public transport in relation to the event, as well as all additional costs that are incurred by extending a stay (additional nights, etc.).
- Travel expenses as well as cancellation costs for hostel rooms and catering for non-attendance without a doctor's certificate; travel expenses in case of a daily absence from the event.
- You should plan to bring some spending money.

4.2 How is the process of travel booking?

In your confirmation email you will receive a link to the 2nd part of the online registration tool. There please confirm your participation and your acceptance of the regulations and provide us with the necessary information for your travel (place of departure, scan of passport/ID) by filling in the appropriate boxes. Once we receive this information, we will contact you for the travel booking. We will book the flight and train tickets as early as possible in order to respect public fund travel expense guidelines. We count on your timely cooperation.

If you need a visa, we are happy to assist you by sending you an official invitation letter to the event and a travel reservation in order to apply for the visa. The actual travel booking will take place only upon the confirmation of receipt of the visa. Please note that you are responsible for obtaining a visa in a timely manner. Please inform yourself about the necessary requirements. We have summarized the most important conditions for visa applications in the Visa Checklist available on the event website www.fgyo.org/youth-for-peace. Please read this document and plan sufficient time for applying for the visa! Should any problems arise, we will gladly assist you.

4.3 Can my return ticket have another destination than the departure place?

We will only book round-trip tickets for the period of the event. Please note that in case you would like to travel to another destination than your departure place, you will have to cover and organise the travel by yourself.

4.4 Can I extend my stay in Berlin? Can I arrive earlier or leave later?

This is at your discretion. However, you will have to organize and pay for your own accommodation and for any additional travel expenses.

4.5 When will I receive the travel cost reimbursement and what are the conditions?

The additional travel cost reimbursement will be effectuated after the event. Participants from non-SEPA countries receive the travel cost reimbursement directly during the event in cash and in Euros. Participants from SEPA countries fill in an application form on site and will receive a bank transfer of the travel cost reimbursement to their account after the event. Payment of travel cost reimbursements is not possible before the event. To receive payment you must attend every day of the event. This will be proved with daily-signed attendance lists.

4.6 Can I take a taxi? Will public transport tickets be reimbursed? Will travel insurance be refunded?

You can use all means of transport, but please note that **only public transport tickets will be reimbursed**. No additional costs will be refunded separately. This also applies to insurance, excess baggage, transfers etc. The obligatory travel medical insurance for participants from non-EU member states will be covered (up to 30 Euro).

4.7 Will someone pick me up from the airport?

Please use the public transport to get to the youth hostel. Further practical information (addresses, subway and bus information) will be provided once your application was successful.

4.8 Can the organisers issue an official invitation as a visa/duty/exemption certificate from work or university?

Yes. In your confirmation email you will receive a link to the 2nd part of the online registration tool. There please confirm your participation and your acceptance of the regulations and tick the box "I will need a personal letter of invitation for my visa application." We will then issue you the invitation letter via email.

4.9 Can I get the costs reimbursed if I cannot attend the event?

No, the participants must cover costs incurred in case of cancelled trips if he/she is responsible for the cancellation (e.g. missed bus/train/flight). In the event of illness, the costs will only be refunded upon presentation of a valid medical certificate.

If you cannot attend the event, please let us know as soon as possible via OFAJ-DFJW-Berlin@labconcepts.de. If you do not inform us that you are not participating in the event, we will also have to charge you for accommodation and meals that have been booked for you. Even if you only go to some of the event, you will lose your entitlement to payment of the travel cost reimbursement.

4.10 Can I get the booking confirmation for my accommodation?

No, unfortunately, we cannot send individual booking confirmations. However, if you need this for a visa or customs, then please send an email to the conference management (OFAJ-DFJW-Berlin@labconcepts.de) to receive a certificate from the organisers indicating that you have accommodation. This certificate should be sufficient for visa and customs matters.

5. Event days

5.1 Where do I find the programme for the event?

Please check regularly the event website www.fgyo.org/youth-for-peace to get the latest information on the event: Programme, travel information, etc.

5.2 Can I get a list of participants' contact details before the event starts?

No. For reasons of data protection we cannot provide a list of the participants and their contact data.

5.3 Is there a dress code for the event?

No, there is no specific dress code.

5.4 What meals are provided by the organisers during the event?

The organisers will provide the following meals:

Arrival day: 13 November: Dinner

Preparation day and Opening event: 14 November: Breakfast, lunch, dinner

Workshop days: 15 – 17 November: Breakfast, lunch, dinner

Closing event (morning) and debriefing meeting (afternoon/evening): 18

November: Breakfast, lunch, dinner

Departure: 19 November: Breakfast

There will always be a non-Vegetarian (no porc) and a vegetarian food option provided.

Any additional catering costs must be covered and organised by the participants.

5.5 Is there a barrier-free access? / I need special assistance – whom should I approach?

Yes, all event locations as well as the youth hostel have barrier-free access. If you need special assistance, please send us an email to OFAJ-DFJW-Berlin@labconcepts.de.

5.6 Will translation be offered during the event?

The workshop programme during the event will be exclusively in English to enable active discussions. Simultaneous interpretation into French, English and German will be offered at the opening and closing event.

6. Cancellation

6.1 Do I need to inform the organisers if I cannot participate and have already been accepted for the event?

Yes, absolutely. If you are not able to attend the event, please inform us as soon as possible at OFAJ-DFJW-Berlin@labconcepts.de so that we can make the appropriate changes.

If you do not inform us that you are not participating in the event, we will have to charge you for travel tickets, accommodation and meals that have been booked for you.

6.2 Cancellation for health reasons

If you cannot attend for health reasons, you need to provide a valid medical certificate.