



# INFO PACK

Youth Inspires Politics  
[europskydialog.eu](http://europskydialog.eu)

Erasmus+ KA3 project on policy making  
February 12 – 16, 2020 in Berlin, Germany

Coordinated and hosted by



Supported by







# Welcome to Berlin and our newest event

Dear participant!

It is wonderful to have you join us for these five exciting days! This meeting on youth advocacy and policies, dialogue with politicians and (e-)participation in decision making, and is organised and hosted by the **European Dialogue** (Slovakian NGO). It is supported by the **Erasmus+ programme** through the Slovak National Agency – Iuventa. The local partners are IfeQ / Children and Youth Parliament Charlottenburg- Wilmersdorf (Germany) and National Institute for Social Integration (Lithuania). We hope you are looking forward to participate in this event as much as we are.

Yours,

Thomas Grau, Denisa Karabová, and Martin Maška

In this document you can find all useful information. Please read through it carefully. The programme is being sent to you in a separate document.

## CONTENT

- Your contribution
- Logistics
- Accommodation and hospitality
- Finances
- Annexes

Programme is attached as Excell table



Funded by the  
Erasmus+ Programme  
of the European Union





## Your contribution

Since Youth Inspires Politics is a project focusing on active citizenship, we believe it's important that participants co-create content of our events. Besides contributing to discussions, we expect that you will:

**Share information** about yourself, your organisation (if you work/volunteer for any), and about how youth and citizens in general are involved in policy and public decision making in your country. **Think also about** how dialogue between youth and decision makers can be improved in your country. Generally speaking, what tools could be used, what new platforms and initiatives could be useful (for example youth parliaments, advisory councils, etc.)?

**Think about concrete idea** that you would like to implement and achieve positive impact on society or environment. Such idea can be elaborated in form of a project, initiative or platform for involvement of youth in public decision making, or policy change proposal. You will also work on it in Berlin. Think also about whom you would address when advocating for your idea, especially decision makers.

You are welcome to work in groups with other participants from your country. Just get in contact with them and propose your idea. During the event in Brussels you will learn how to use diverse e-tools to further elaborate and promote your ideas.

## Logistics

The official programme starts on 12 February at 15:00 and finishes on 16 February a bit before 12:00, so that you catch your planes. You can check in the hotel at 13:00 the earliest.

During our event you will stay in **Hotel – Pension Margrit**:

Brandenburgische Str. 24  
10707 Berlin

<https://www.hotelpension-margrit.de/>

+ 49 30 889 188 59

### How to reach the hotel

The closest metro stations are on line U7: “Adenauerplatz” and “Konstanzer Straße”. The closest S-bahn station (city trains) is “Charlottenburg”.

#### From airport Berlin – Tegel:

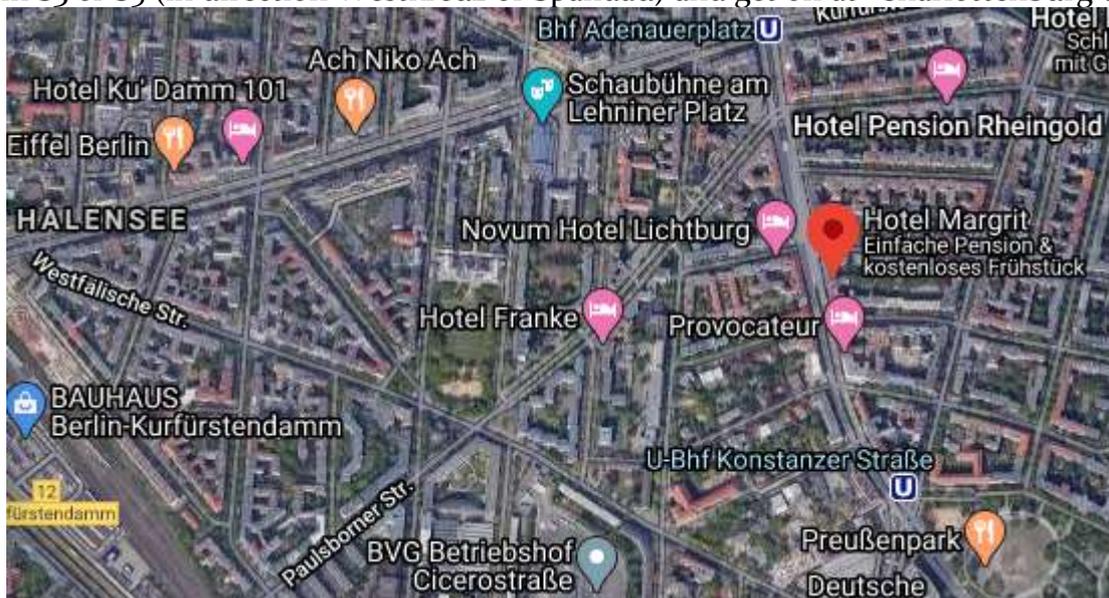
Take bus number 109 and get off at stop “Adenauerplatz”. Hotel is located approximately 5 minutes walking distance from there.

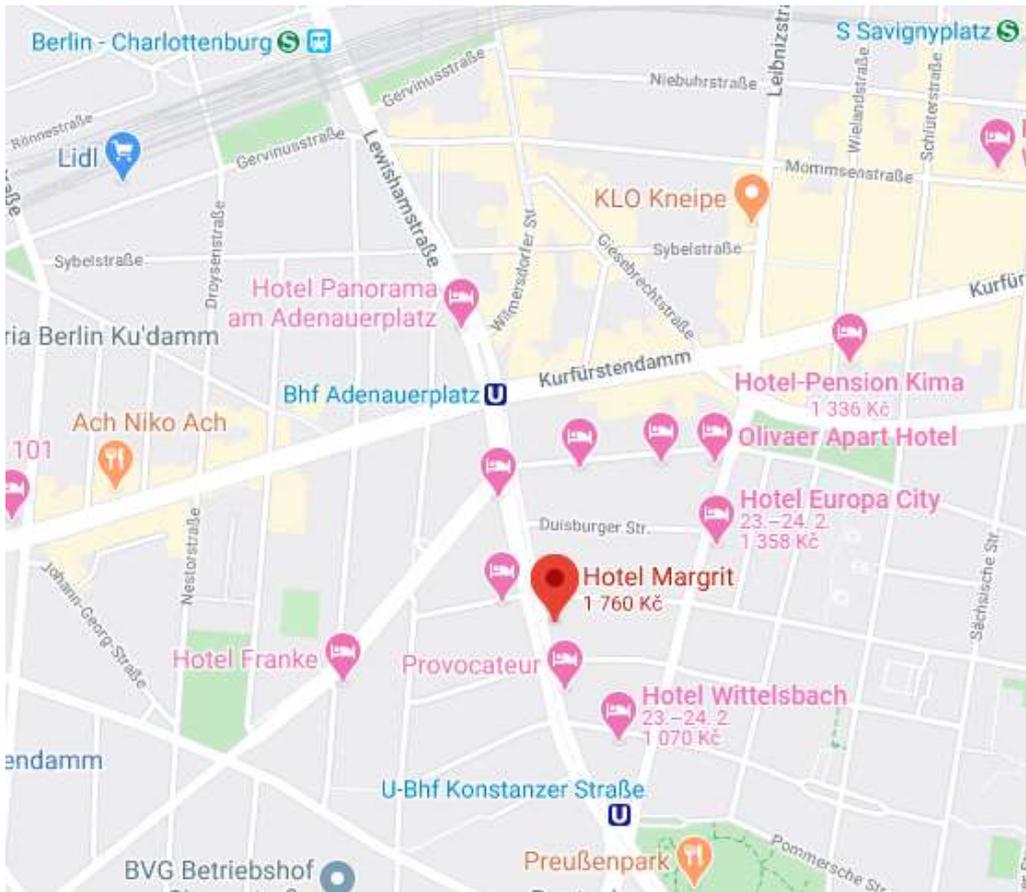
#### From airport Berlin – Schönefeld:

Take bus X7 or 171 to station “Rudow”. Change to metro line U7 and get off at station “Konstanzer Straße”. Hotel is located approximately 4 minutes walking distance from there. You can also take regional train RE7 to “Charlottenburg”, which is around 11 minutes walking distance from the hotel.

#### From main train station – Hauptbahnhof:

Take train S3 or S5 (in direction Westkreuz or Spandau) and get off at “Charlottenburg”.







## Who is Who – Important contacts

Thomas Grau – IfeQ – local coordinator, content of the event

Martin Maška – European Dialogue – project coordinator, reimbursements, content of the event  
[m.maska@youthpress.org](mailto:m.maska@youthpress.org) | 0042...

Denisa Karabová – European Dialogue – Chairwoman of the organisation, reimbursements  
[denisa.karabova@gmail.com](mailto:denisa.karabova@gmail.com) | 00421...

## Public transport tickets

The European Dialogue will also reimburse two bus tickets for transport from and to the airport in Berlin, and tickets for transportation between hotel and meeting venues. Additional public transport tickets are on your own costs.

A **single fare ticket** (Einzelfahrschein) is valid for one person and a two hour journey through the city. Note: It is not allowed to travel towards the direction of the starting point. For that purpose a new single-ticket must be purchased. This ticket costs 2.90 Euros and you can use it for trip from airport Berlin – Tegel. If you are travelling from airport Berlin – Schönefeld, you need to buy ticket for 3.60 Euros.

A **short distance ticket** (Kurzstrecke) costs 1.90 Euros, reduced 1.40 Euros and is valid for three stops with S- and U-Bahn. Changing trains is allowed. The ticket is also valid for six stops on buses and trams, but only if not changing vehicles.

A **day ticket** (Tageskarte) costs 8.60 Euros. It is valid from the day of its validation until 3 a.m. the following day.

You can also buy **4 single tickets** at once for 9 Euros.

## Study visits – venues

On 12 February, the activities will take place in the hotel.

On 13 February, we will visit Charlottenburg-Wilmersdorf district town hall (official welcoming by Chairwoman of the District Parliament and be hosted by college OSZ Handel I).

14 February is day of meetings with politicians – in City Parliament of Berlin and Lower Chamber of the Federal Parliament of Germany (Bundestag).

On 15 February we will be hosted by the House of Youth Anne Frank.

And on the 16<sup>th</sup> the activities will again take place in the hotel.

## Accommodation and hospitality

You will be accommodated in rooms for 2 persons, gender divided.

All rooms have their own bathrooms.

Towels and bed linens are included, you only should bring your own toiletries.

Breakfast is included every day.



Lunches and dinners are covered by the organisers.

We don't cover alcoholic beverages and any additional food that you buy. Consumption of alcohol in your rooms is prohibited.

**Important for participants who haven't been 18 years old yet:** You will need to be in your rooms until 22:00. Consumption of alcohol is not allowed. Please don't forget to bring declaration signed by your parents with you to Berlin.



## Finances

Even if we booked your flight tickets directly, we will still need **your boarding passes**. Therefore please don't throw them away!

If you check-in online, please forward the boarding passes to us via e-mail. If you have to check-in at the airport, please send the boarding pass for return flight to the European Dialogue via priority mail (information about address will be given to you at the registration desk).

## Reimbursements

If we didn't book your flight tickets, your costs will be reimbursed after the event upon submission of all required documents. The maximum amount to be reimbursed is 240 EUR.

The European Dialogue will also reimburse two bus tickets for transport from and to the airport in Berlin, and tickets for transportation between hotel and meeting venues. Additional public transport tickets are on your own costs.

If you don't have it already, you are expected to arrange adequate medical and travel insurance. Unfortunately it cannot be reimbursed by organisers.

## Documents required for reimbursement

### 1. The documents that are sent to you by European Dialogue:

- Reimbursement form

### 2. Other documents required for reimbursement:

- Booking confirmations, invoices, where the price is stated
- Original plane boarding passes
- Public transport ticket

You can give us public transport ticket, reimbursement form, and boarding passes in Brussels. If you need to check-in at the airport, please send us the return boarding pass via priority mail.

You are asked to do so **within one month after the training**. Without all documents required we cannot proceed with your reimbursement, so please keep all receipts, invoices, tickets or boarding passes.

For any further details concerning reimbursement arrangements, please write to [denisa.karabova@gmail.com](mailto:denisa.karabova@gmail.com) and [m.maska@youthpress.org](mailto:m.maska@youthpress.org).



## CHECKLIST

Time zone	Berlin is located in the UTC/GMT + 1 hour
Currency	The currency in Germany is Euro - €
Pocket money	Don't forget to bring some pocket money to cover additional food.
Weather conditions	It might rain, so we advise you to take a rain coat/umbrella.

Accommodation	<b>Hotel – Pension Margrit</b> Brandenburgische Str. 24 10707 Berlin <a href="https://www.hotelpension-margrit.de/">https://www.hotelpension-margrit.de/</a> + 49 30 889 188 59
Arrivals	Participants are expected to arrive on 12 February before 15:00
Departures	Departure will be on 16 February before 12:00
Emergency contacts	<ul style="list-style-type: none"><li>- Martin: +420...</li><li>- please use this number only when you are in Berlin</li></ul>
Insurance	Make sure you get a relevant travel and health insurance, if you don't have it yet!
Don't forget as well	<ul style="list-style-type: none"><li>* Shampoo and other toiletries (personal hygiene set)</li><li>* Laptops, chargers, power cables</li><li>* Recent information about your organisation or country</li><li>* Personal Identification documents</li><li>* Don't lose any document that can serve as justification for reimbursement and boarding passes</li><li>* If you are under 18, a declaration signed by at least one of your parents</li><li>* Your good mood</li></ul> <p>Since we will visit Federal and City Parliaments and meet with politicians, <b>don't forget to bring formal clothing</b> (the same you would bring to theatre or opera).</p>



## Annexes

### ANNEX 1

## ABOUT BERLIN

Berlin sets trends: Whether it's sightseeing or hip neighbourhoods, galleries or gastronomy, music or fashion, there is always something new to discover in the German capital. Yet what is it exactly that makes Berlin so attractive? It is the capital's diversity, contrasts and its virtually inexhaustible possibilities that excite visitors from all around the world. Did you know that...

... Berlin is one of the few cities that has three UNESCO World Heritage sites? In addition to the famous Museum Island and the Prussian palaces and gardens, the Berlin Modernist housing estates are also among them. Furthermore, the German capital has also been bestowed the title of UNESCO City of Design and is thus included in the UNESCO Creative Cities Network.

... the Gemäldegalerie (portrait gallery) at the Kulturforum, which opened in 1998, unites the collections of the Bode Museum (in the former East) and the Gemäldegalerie in Dahlem (in the former West) that were separated when the city was divided?

... the Jewish Museum has attracted around 700,000 visitors annually to its exhibitions since opening on 13 September 2001? This is three times more than initially expected. The building was designed by Daniel Libeskind and its shape is reminiscent of a destroyed Star of David. It is one of the most important examples of contemporary architecture.

... Berlin's landmarks – such as the TV tower, the Brandenburg Gate, the Berlin Cathedral, the Victory Column and many other buildings – appear in a completely different light once a year? At the annual Berlin Illuminated and Festival of Lights events held in October, they are transformed into huge projection surfaces for original light installations. And how could it be otherwise: both events are of course among the largest light festivals in the world.

Find more interesting facts on this webpage:  
<https://about.visitberlin.de/en/press/press-releases/facts-about-berlin>.

## BERLIN PUBLIC TRANSPORT

Interactive map: <https://fahrinfo.bvg.de/Fahrinfo/bin/query.bin/dn?ujm=1&MapLayer=NETWORK>

Interactive city map: <https://fahrinfo.bvg.de/Fahrinfo/bin/query.bin/dn?&ujm=1>

All lines: <https://www.bvg.de/de/Fahrinfo>

