



INFOPACK 2

Business Basics 2

2018-1-UK01-KA105-047608

KA1 - Youth Exchange - Programme Countries



Activity Dates: **24/07/2019** - **01/08/2019**

Country: **United Kingdom**

City/Town: **London**



Project Description:

This youth exchange is based on a training course offered by our organisation that helps people understand the concept of opening a business and looking at all the elements required to do so successfully. The idea is to host a youth exchange on the same subject offering the opportunity of young people from different countries who have followed the course and have had success in business to share their knowledge and experience with other young people who are interested in starting a business of their own.

The objectives of this youth exchange is to target the huge problem with youth unemployment in the EU and to help young people interested in starting their own business to understand the risks and advantages of starting their own business. By including people who have successfully opened their own business in various countries we allow for greater learning by the participants and also for possible new cooperation and opportunities for youth.

The main issue addressed in this project is that of youth unemployment, looking at how many young people embark on the journey of their own business, we see that this is supported by the EU with programs like Erasmus for young entrepreneurs and we also see this on a local level with initiative helping young people to set up their business with financial support. With all these opportunities available to young people we need to ensure that young people are prepared for opening their own business thus giving them the entrepreneurial skills and knowledge to do so effectively and allowing for greater chances of success.

We believe that this project could be a start in helping organisations help solve the problems with youth unemployment with youth in their countries and also help boost local economies.

Participant Registration and Social Media



Participants are obliged to register online by themselves using the link: [ONLINE REGISTRATION](#)

Join our project facebook group: <https://www.facebook.com/groups/BusinessBasics2.YE.UK.2019>

For the privacy safety and correct information sharing, only participants that registered online can be accepted in the facebook group. In this group all outcomes of the project, photos and other materials will be shared. And to share memories and to keep in touch in the future!

The hashtags (#) will be used for sharing material on social media are: *#otinternational*

Venue/Location:



The venue of the project is: [Mill Hill](#) <https://goo.gl/maps/6vCEgpQsYUT2>

Venue Description & Address: [Moat Mount Outdoor Centre, Barnet Way, London NW7 5AL, UK](#)

The venue for our project is at a private mountain/forest park location just outside of Central London (Zone 4). Moat Mount Outdoor Center is compact building with kitchen and dining, activity area, lounge and the dormitories are on ground level. The surrounding outdoor area has a lake, nature paths, and birdlife. With a bustop exactly outside the gate and a 15 minute walk to the nearest supermarket in Barnet area. On the arrival day you may arrive between 17:00 until 22:00 because we do not have access to the venue prior to that time.

Local Weather



Check the weather forecast and temperatures for the next days here: [WEATHER](#)
so you can bring appropriate clothing. Nevertheless its always best to bring indoor sandals or slippers for your comfort. Nights in general are colder so it would be better to bring also a jacket or longsleeves with you. Also bring outdoor shoes or sport shoes for the outdoor activities.

Currency



UK uses the Pound Sterling but we can find places and banks everywhere for exchange. If you want to change at the airport you can but generally it is not the best rate and you will be charged a fee. Most establishments accept credit cards. We suggest you bring spending money though as we might not have access to banks during the project times.



Participants must have travel insurance for the duration of the mobility activity including travel days and to have your E111 health card or another equivalent health insurance with you. Usually if your purchase your flight tickets with a VISA or Mastercard usually you are also covered automatically. This is considered as your own contribution because you may choose any insurance plan and scheme that fit your own needs and therefore health and travel insurance, although obligatory, cannot be reimbursed. Health & Travel insurance must be kept by the participants at all times.

Available Airports:



From Heathrow Airport

Heathrow terminals: Piccadilly line to Central London Stop at Kings cross St Pancras then change for a Thameslink train at St Pancras towards St Albans or Luton. Stop at Mill Hill Broadway Rail Station.

From Gatwick Airport

Gatwick Terminals: Thameslink towards Bedford Rail Station Please change at Blackfriars Rail Station. Then take Thameslink towards Luton Rail Station or St Albans and stop at Mill Hill Broadway Rail Station

From Luton Airport

Luton: from Bus stop 3 take 888 bus to Luton airport parkway Then take Thameslink train and stop at Mill Hill Broadway rail station

From Stansted Airport

Stansted airport: Stansted Airport Rail Station take Greater Anglia towards London Liverpool Street Rail Station then at Liverpool Street Underground Station take Hammersmith & City line towards Hammersmith (H&C Line) Underground Station and get off at Farringdon Rail Station and take a Thameslink towards Luton Rail Station and get off at Mill Hill Broadway Rail Station.

Please check the TFL website (www.tfl.gov.uk) to check times. If you enter the "FROM" and "TO" locations it will give you a detailed summary of your trips and you can print this out to know how many stops you will have and also the exact times. If you need to change buses and trains please allow enough time for this.

Make sure you buy your tickets at the stations before boarding. Ask at helpdesks of each station or Staff We will arranged for a taxi service that will be leaving from Mill Hill Broadway station at designated times, once we have your arrival times we will send you the exact times of these transfers. If we don't receive the arrival times at MILL HILL BROADWAY RAIL STATION at least 1 week before, you will need to arrange your own way to get to the venue.

Electricity



The supply in the UK is 240 volts, a.c. 50Hz. Sockets are usually 13 amp, square-pin in most buildings. More than one low current rating appliance may be operated from the same supply point, by using an adaptor (i.e. radios, electric clocks etc.). Bring suitable adaptors. The use of adaptors for operating high current rating appliances is not recommended (i.e. electric heaters, toasters, irons etc.).

Things to Bring



Personal Hygiene:

Shampoo, soap, tooth brush and tooth paste and other personal items and toiletries that you may need.

Bedding, sheets with duvete and pillow is provided. If you need extra bedding please bring it with you.

The rooms have heating (during winter months) and beds.

Each national team must bring at least one laptop! (for digital activities).

Bring your adaptors and charges for your devices as these cannot be provided.

Bring some slippers or sandals for indoor use and other shoes for outdoor use.

Your medication if needed.

Your positive energy and smiles !

Local Transportation in the Hosting Country:

<https://www.otinternational.org/index.php/reimbursement-guide-uk>



Check the TFL website (www.tfl.gov.uk) to check times of public transportation and also to plan your journey. If you enter the "FROM" and "TO" locations it will give you a detailed summary of your trips and you can print this out to know how many stops you will have and also the exact times. If you need to change buses and trains please allow enough time for this. Participants must use the www.tfl.gov.uk helpful link for UK transportation.

Please read the provided Reimbursement Guide above.

0

Medication & Special Needs



If you take any medication please remember to bring it with you, we have pharmacies here but if you

need prescription medication you cannot buy the over the counter without a prescription. If participants have any allergies, especially to food ingredients, this must be expressed and mentioned in the online participant registration form. Any special needs, dietary needs, special assisting equipment must be mentioned also in the participant registration form in order for the hosting team to make arrangements for the comfort and attention to these matters.

Health and Safety is a priority for us.

Changes to the menu will be very hard once the project activity has started.

Although the hosting team will be equipped with first aid kits and they are first aid providers, they cannot and are not allowed to give medication to participants. So please bring any medication you might need.

Cultural Nights:



As you may see in the schedule, we are planning to have cultural evenings every night. Feel free to bring any food or drinks or traditional clothing or anything else that you want to share with the other fellow ~ 30 participants. So you may bring anything you need to prepare for your night!

We advise that you make your cultural night as interactive as possible and keep the videos as short as possible so keep the motivation and attention high. Quizzes or other games are quite popular but you can be as innovative and fun as you like.

Reimbursement Procedures & Youthpass



This project is co-funded by the European Commission under the Erasmus+ framework.

Each participant is required to participate 100% in all activities described throughout the schedule sent with this infopack. During the project activity you are required to have 100% participation in all sessions, activities and workshops.

You will **not** give to the trainers or anyone at the project activity any travel documents or any other document related to logistics or travel costs. You must provide all your travel documents to your sending organisation. You must keep all boarding passes for each flight in original format, all tickets including train, bus or other PUBLIC transportation ticket and receipt in original format. You must keep also all invoices associated with these travel costs as explained in the Local Transportation Reimbursement Guide above and in Infopack 1. On day 1, you will be asked to sign a participation pledge that asks similar requirements during the online registration phase and sign and complete any other necessary logistical documentation.

You are required to participate in all evaluation, dissemination and promotion activities before, during and after the project activity.

Without respecting all the above, there is no proof of participation or travel and it can result in non or partial reimbursement.

A **YouthPass** will be given to all participants and the whole learning process will be explained in the first days and also on the last day. During sessions all competences gained will be analysed.

Contact us & Other Information:



For additional information and questions please do not hesitate to contact us using our [PLATFORM](#)

Our Team will be happy to assist you!

Thank You!



The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Business Basics 2 | 2018-1-UK01-KA105-047608 | United Kingdom, London