

Next steps – Organisational Issues

The aces Kick-off Meeting

Each partner school (involved in an awarded project and from an eligible country) is invited to send **one teacher and one student** to the aces-meeting, taking place from **27.09. - 01.10.2010** in Senec, Slovak Republic. The **working language** will be **English!**

Please note that all **participants must be able to master the English language** in order to exchange and work with the other participants. Further, **it is expected that the participants attend the entire meeting**. Attached please find a **letter to the students** stating what else is expected of the student representative. In order for all students involved in the project to have a fair chance to be chosen as the student representative, we kindly ask the participating teachers not to favour their own children.

The official programme will start on 27 September at 6 pm and will last until approx. 11 am on 1 October (optional excursions until 2 approx. pm). Kindly make sure to be at the venue on the first evening by 5 pm at the very latest so that you have enough time to check in.

You will receive further information on the organisational details at the beginning of September. In the meantime:

- **please nominate the participating teacher and student,**
- make sure you and the student have a **valid passport** (to be sure up until 3 months after the meeting)

Submit the online registration on <http://www.aces.or.at/start.asp?ID=231149> as soon as possible!!!

- **In case you need a visa, please submit it by 20 July 2010.**
- **In case you need no visa, please submit it by 30 August 2010.**

In case you are participating with a **student with special needs**, we kindly ask you to also indicate the specific needs so that we can consider them properly.

Costs and travel

All costs for board, lodging and travel expenses will be covered by the aces-programme. However, for organisational reasons, we have to kindly ask you/your school to pre-finance the travel costs (in order to come to Senec and back home), which – of course – will be refunded at the meeting.

Due to our limited budget we kindly ask you to choose the **most economic means of transport** (train, bus) and to **book your tickets as soon as possible**.

Due to both economic as well as ecological reasons, please don't go by plane

- unless it really is the cheapest option (Ryan Air, FlyNiki...) or
- unless any other means of travel would be an unreasonable demand (duration,...)

For refunding please keep and bring all original tickets and receipts!

Insurance

As we will insure all participants of the workshop we also need further information such as private address, date of birth, date of arrival and departure. Therefore, we kindly ask you to **fill in the online registration form** carefully and also to indicate your **mobile phone numbers**.

Visa

Participants needing a visa (students and teachers **from Albania, Bosnia and Herzegovina, Kosovo, Moldova**) need an **official invitation letter** which we can only write **as soon as we have received your online registration**. We will send you all further details in August!

Grant

The grant for the awarded projects (**€ 1.200 for the applicant schools; € 1.000 for the partner schools**) will be transferred to all schools after the Kick-off Meeting. You will receive more information and the necessary forms in September. Please bear in mind that **we cannot transfer the money to your private bank account** (see the aces-Guidelines), but instead to the account of your school, of the school board (applicable to all schools from Albania) or of your parents' council.

Meanwhile, also **make sure that this bank account can receive Euros**. Otherwise, we will be obliged to deduct the emerging costs from your grant. Thank you for your understanding!