



Erasmus+ Project: Towards a European Framework for Community Engagement of Higher Education

Kick-Off Meeting Practical Information

MEETING: Tuesday - Thursday 27 - 29 March 2018

MEETING PLACE:

City of Dresden
Dr.-Külz-Ring 19
01067 Dresden
Germany

Meeting room: 3-200

I. NOMINATED PARTICIPANTS PER INSTITUTION

For most partner institutions, a maximum of **1 representative** per institution is planned to attend the Kick-Off meeting in Dresden. For the following partner institutions, **2 representatives** can attend the meeting: Institute for the Development of Education, Dublin Institute of Technology, the University of Twente and the University of Rijeka. The expected participants from each institution are those listed in the project application (see table below).

- Dublin Institute of Technology: Ellen Hazelkorn and Tom Cooney
- Dublin City Council: Peter Finnegan
- University of Twente: Paul Benneworth and Angela Bloo-Heuven
- Knowlegde Point Twente, Region of Twente: Edwin van de Wiel
- University of Rijeka: Snježana Prijic Samaržija and Bojana Culum
- City of Rijeka: Sandra Nuždi
- Ghent University: Marco Seeber
- TU Dresden: Jörg Rainer Noennig, Ines Schmidt
- Landeshauptstadt Dresden, Geschäftsbereich Arbeit, Soziales, Gesundheit und Wohnen: Dominic Heyn
- Catalan Association of Public Universities (ACUP)/GUNI Network: Josep M. Vilalta
- PPMI Group/NESET II Network: Rimantas Dumcius
- University of Stavanger on behalf of the European Consortium of Innovative Universities: Troels Jacobsen
- Institute for the Development of Education: Thomas Farnell and Ninoslav Šćukanec-Schmidt

Each participant at the kick-off meeting should complete a separate online registration form using the link provided in the invitation email. If for any reason one of the proposed participants is unable to attend (or you wish to nominate another representative), please inform us via e-mail before you register.

II. ELIGIBLE COSTS COVERED BY THE TEFCE PROJECT

Your expenses for travel costs and costs of stay will be covered by the planned project costs of your institution.

All costs have to be incurred by your institution in order to be eligible. The first pre-financing of 40 % of your institutional grant amount can be transferred after signing the partnership agreement. TU Dresden is working on the partnership agreement and you will get it very soon. Therefore your institution has to pre-finance your travel and subsistence costs first. You will get reimbursed your expenses **according to your internal institutional and national rules**. Due to the regularly reporting procedure the costs of travel and stay will be reimbursed together with other expenses of your institution as foreseen under Erasmus+ KA3.

For reporting process it is necessary to keep all original documents since TUD can only accept a cost as eligible if it is incurred, paid, reasonable and directly project-related, and if it is matched by adequate supporting documents. Please keep all original hotel invoices, invoices for other relevant costs, boarding passes, tickets, fees etc. in the files of your institution's travel claim form.

Expenses limitation: Please note that we had to plan all project related meetings in advance and prices are changing. The Kick-Off meeting was planned with **400 EUR travel** costs and **120 EUR costs per day/per person**. As you have to report actual costs the total expenses per person and institution may change. As our budget is limited please keep the limits of planned costs into account.

III. ACCOMMODATION ARRANGEMENTS

You are generally free to select a hotel of your own choice and make the reservation yourself. However, for your convenience, we have arranged a contingency at the Ibis Hotel Dresden (House Bastei) (**59 EUR single room and 79 EUR double with 2 persons; breakfast included**). We recommend this option due to the close proximity of this hotel both to the train station (which has direct train transfers to the airport) and to the meeting location (5 and 10 minutes walking distance, respectively).

The contingent arrangement is open until **1st March 2018**. Please contact the hotel directly via email or phone under the KEYWORD: **TEFCE**.

Further information on recommended hotel:

Ibis Hotels Dresden
Prager Strasse 5/9
01069 Dresden
Germany
Phone: +49 351 48564856
Email: reservierung@ibis-dresden.de
Web: <https://www.ibis-dresden.de/en/>

IV. TRAVEL AND LOCAL TRANSFER INFORMATION

- **Dresden Airport** (10 km from Dresden city centre) has flights to and from major cities in Europe. The other airports close to Dresden are: Berlin, Germany (180 km from Dresden) and Praha, Czech Republic (150 km). More information: <http://www.dresden-airport.de/?newLanguage=en#>
- **Dresden Airport – City Center**: There is a possibility of taking a local train (“S-Bahn”) from Dresden Airport to Dresden main train station – Dresden Hauptbahnhof / Dresden Hbf – every 30 minutes. (takes ca. 20 min) The cost of the train trip is EUR 2,30 one way. Tickets must be bought and validated before (on the platform) getting on the train.

If your travel budget allows for this, you may also take a taxi from the airport to your hotel. Taxis will be waiting in front of the airport. All taxis are officially licensed and charge identical fees per kilometre and minute. Depending on traffic volume the trip will cost between EUR 30 and 40.

- **Coming to Dresden by Bus**
Dresden is connected with an European bus net. Flixbus offers quite got prices and comfort.
https://www.flixbus.com/bus/dresden?wt_eid=2151688579300566040&wt_t=1516885795292&qa=2.79868565.38151187.1516885793-955582385.1516885793
- **Main Railway Station – Hotel:**
Dresden offers a clean and well-organised public transport system throughout the town. However, the easiest way to get to the Ibis Hotel Dresden is a 5 minute walk from the main railway station. See a small map below.
- **Hotel – Meeting Place**
The Ibis Hotel Dresden is situated in the center of Dresden and in a 10 minutes walking distance to our meeting place – Rathaus (City Hall). Please find here a small map of the city center.

V. MAP



VI. LUNCH AND DINNER ARRANGEMENTS

We have planned to enjoy a common lunchtime at the meeting room on Wednesday and Thursday. The costs of both lunches will be covered by TUD.

In the evening we would like to use the time and have a dinner (a la carte) at a local restaurant (each participants covering his/her own costs).

Please select your lunch/dinner preferences on the registration form.

VII. USEFUL WEBSITES

Dresden Airport: <http://www.dresden-airport.de/?newLanguage=en#>

Ibis Hotel Dresden: <https://www.ibis-dresden.de/en/>

Dresden for tourists: www.dresden-tourist.de

Dresden Public Transport Schedule: www.dvb.de

Taxi service in Dresden: Tel.: 211 211 or 88 888 888

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Contact for further information:

Ines Schmidt

Phone – will be connected with my mobile during the meeting: +49 351 463 42162

E-Mail: ines.schmidt@tu-dresden.de
