

# EVENT MANAGEMENT

*Opening the doors of your organization*



**8-16**  
**JULY 2023**



**MORAVEC**  
**CZECH REP.**

**TRAINING BY**  
**•mladi!info•**  
[www.mladiinfo.cz](http://www.mladiinfo.cz)



With the support of the  
Erasmus+ Programme  
of the European Union

# ABOUT

Event management for NGOs involves planning, organizing, and executing events to achieve the organization's objectives, raise awareness about their cause, and generate funds for their activities. It requires careful planning and budgeting to ensure that the event's objectives are met while keeping costs low to maximize fundraising efforts.

Organizing events are very important for our organization. It brings attention to what we are doing, helps to engage new volunteers and generate further ideas what useful we could do for our community.

Our team Mladiinfo Czech Republic would like to share with you what we have learned so far in our 11 years existence and give you a safe space how to put "theory" directly into practice.

Would you like to be part of this project?

Please read carefully the whole infopack and fill the application form. The capacity of this project is limited, and we carefully select each participant.

There are no hosting costs or fees applied, but please keep in mind that your sending organization might request some fee to cover their costs connected to their involvement in this project.

**Arrival: 8/07/2023**

**Departure: 16/07/2023**

**Venue: village Moravec, Czech Republic**

**For residents of: the Czech Republic, Romania, Poland,  
Germany, France, Austria**

**Responsible organization: Mladiinfo ČR, z.s.**

**Contact: Eliška Motyčková**

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# WHAT TO EXPECT

This project is funded by Erasmus+ and is designed as mobility of youthworkers. You can imagine it as "a summer camp" for adults, where are 30 international participants and language of instructions is English. The atmosphere is very friendly, we are like 1 family.

The participants come in national teams, one of them is an unofficial team leader. All participants meet (at least) online before travelling and are in touch with their national sending organization.

Everything is based on a non-formal education, it means that we will not use books like at school, but we will learn in a fun way through workshops, games, simulations... This kind of project is participatory, you have to be active and get involved (based on your personal abilities of course). After the project finishes, you will get a certificate called youth pass, that proves what you have learned during the project.

There is some online preparation from home in advance, please take it into a consideration that you will need approximately 4 hours for preparation.

## WHAT NOT TO EXPECT

**We want to avoid some misunderstandings, so we are frank with you:**

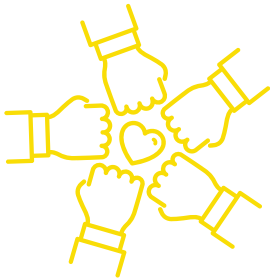
Please, do not imagine, that there will be 1 tutor giving you presentations for 1 week and then "you will know everything". We are more keen on learning from each other and on learning by doing.

It is also not a seminar, conference or a study visit.

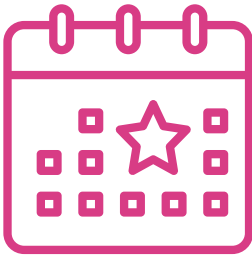
We will be living for 1 week in a village Moravec, therefore please do not expect historical sightseeing, wild nightlife etc. :)

# What will you learn

*During these few days we will do our best that you get the taste of:*



- **Team work**
- **Working under pressure**
- **Multitasking**



- **Event planning**
- **Best practise from event management**



- **Getting the resources**
- **Volunteer management**





## Who can join?

- 18+ years old
- Resident in the Czech Republic, Romania, Poland, Germany, France, Austria
- Can fluently communicate in English (no high level is required, don't worry)
- Can participate in the WHOLE duration of the project (no late arrivals or early departures are possible)

### **And more importantly:**

**His/her work is connected to YOUTH** (teacher, assistant to teacher, working or volunteering in an organization focused on youth and/ or education, scouts, seeking employment/ volunteering in the above mentioned organizations... etc.

### **And most importantly:**

Is **interested in organizing events**, getting better at planning and managing his/ her colleagues or volunteers, seeking a new approach how to boost the visibility and performance of his/ her organization.



# HOW TO APPLY

**TO APPLY FOR THE PROJECT FILL THIS QUESTIONNAIRE.**

<https://forms.gle/cfTkwjEe1b2v6bWS7>

Apply Now

**WE WILL LET YOU KNOW WITHIN 1 WEEK\* AFTER FILLING THE APPLICATION, IF YOU WERE SELECTED AS A PARTICIPANT.**

# What to bring?

- Towel and toiletry
- Indoor shoes = slippers
- Comfy clothes that you can wear during the workshops and outside, feel free to be casual
- Fancy clothes for the final gala night
- Laptop
- Camera (if you have and can bring)
- EHIC card and insurance document
- Snacks and drink typical for your country
- Flag or your country (1 per team if you have)
- Flag or some light promo materials of your organization
- Reusable water bottle - the water in CZ is potable. And we are tired of cleaning glasses all the time :)
- Sufficient amount of medicaments that you need
- ... more items can be added based on the activities.







# Venue

*Moravec 199,  
592 54*

*Czech Republic*

*N 49°26'24.64"; E 016°8'30.01"*

The project venue is located in the village called Moravec and it is called [Penzion U Výletů](#).

The participants will be accommodated in shared rooms (females and males separately) with shared showers in the corridors.

The venue is located in the middle of “nowhere”, expect only nature and village around us. In the village there is a small shop, where you can buy sweets etc. during the lunchbreak.

**Food will be served 3 times a day** (breakfast, lunch, dinner).

During the morning and afternoon breaks, small refreshments will be available as well. We are able to provide vegetarian food if required.







## Travel



Each participant will travel in national teams to village Moravec, from there you will easily walk to the venue.

We recommend to get to vienna (AT), take a bus to Brno and then bus to the venue. You can find the connections here. Travelling through Prague (CZ) or Bratislava (SK) is also possible.

Every participant has different budget for the travel, based on the distance and the means of the transportation:

10-99 km = €20

100-499 km = €180

500+ km = €275

The distance is calculated only via Erasmus+ calculator, not eg. Google Maps. The financial amounts are already calculated for both ways together.

If you would like to have your tickets to be reimbursed, you have to travel from the country of your permanent residence and also return there.

The travel costs will be reimbursed after the project ends (TAKES up to 2 months). ALL DOCUMENTS MUST BE PRESENTED IN ORIGINALS.

What can be included in reimbursement?

travel tickets ✓

STORNO INSURANCE ✓

HEALTH INSURANCE FOR ABROAD ✗

# INSURANCE

**EVERY PARTICIPANT IS REQUIRED TO BRING HIS EHIC CARD (EUROPEAN HEALTH INSURANCE CARD).**

**ALSO, EVERY PARTICIPANT WILL BE REQUIRED TO PURCHASE TRAVEL INSURANCE THAT INCLUDES MEDICAL EXPENSES INSURANCE VALID IN THE CZECH REPUBLIC. THE EHIC CARD DOESN'T COVER EVERYTHING RELATED TO MEDICAL EXPENSES ABROAD AND THUS THE ADDITIONAL INSURANCE FOR ABROAD IS REQUIRED. THE INSURANCE PACKAGE MUST INCLUDE REPATRIATION, THAT COULD BE NEEDED IN CASE OF COVID-19 ILLNESS OR E.G. BROKEN LEG.**

**INFORM YOURSELF AT YOUR REGULAR HEALTH INSURANCE PROVIDER IF THEY PROVIDE SUCH INSURANCE FOR ABROAD OR VISIT THE WEBPAGE OF ANY OTHER PRIVATE PROVIDER (E.G. AXA, GENERALI, ALLIANZ, ...).**

**MLADIINFO ČR WILL NOT REIMBURSE THE COSTS OF THIS ADDITIONAL INSURANCE. ON THE OTHER HAND, MLADIINFO ČR IS NOT ASKING FOR ANY FINANCIAL CONTRIBUTION OR FEE.**



# ORGANIZATIONS INVOLVED



CZECH REPUBLIC  
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Erasmus+

*This project is funded by the European Union.*