

Leonardo da Vinci contact seminar

Linking VET to market needs

15-18/10/2012
Dubrovnik, Croatia

General information

What is a contact seminar?

This contact seminar is a networking event organised by the Croatian National Agency – [Agency for Mobility and EU programmes](#). It aims at bringing together people from European organisations which share common interests and would like to develop Leonardo da Vinci Mobility (IVT, VETPRO) and Partnerships projects in the field of competences and skills development.

A contact seminar is a great 'partner-finding' opportunity that will allow you to:

- Learn about the possibilities within the Leonardo da Vinci programme, focusing on Mobility and Partnerships activities;
- Receive information on good practice examples and meet people from other European organisations;
- Network and exchange information and experiences;
- Get to know suitable partner organisations;
- Work in groups to discuss and develop project ideas;
- Receive advice from NA staff on how to draft a successful application.

Objectives of the seminar

This contact seminar will offer the participants a platform to discuss and prepare possible Leonardo da Vinci Mobility (IVT, VETPRO) and Partnerships proposals.

The contact seminar “**Linking VET to market needs**” addresses 2 key topics:

- **Fostering employability for trainees in Initial Vocational Training (IVT):** apprentices, pupils in vocational training, trainees (except those in higher education)
- **Continuous development of skills and competences of VET professionals:** teachers, trainers, vocational training staff, principals, human resources managers, guidance counsellors, etc.

The aim of the contact seminar in Croatia is to establish long-standing partnerships for future cross-border mobilities focused on:

- young people's access to the labour market;
- developing key competences and soft skills for VETPROs;
- strengthening the links with the world of work.

Who can participate?

We invite the representatives of the following institutions:

- **VET institutions** - VET high schools, VET colleges, VET centres, other VET providers:
 - principals,
 - teachers,
 - instructors,
 - tutors,
 - trainers,
 - psychologists,
 - project coordinators
- **SMEs, crafts and large enterprises:**
 - directors,
 - managers,
 - HR managers,
 - project coordinators, etc.
- **Social partners:** chambers, professional associations, institutions for professional guidance etc.
- **National Agencies**

The invitation is open to all countries in the Lifelong Learning Programme.

We welcome up to 5 participants from each country, including one representative from each NA, with a **maximum of 80 delegates**.

Which sectors?

This contact seminar is focusing on the following sectors:

- **Auto industry** (e.g. auto mechatronics, auto electricians, auto mechanics, etc.)
- **Beauty** (e.g. hair dressers, beauticians, manicurists, pedicures, masseurs, etc.)
- **IT** (e.g. computer hardware engineers, computer software engineers, computer support specialists, website developers, computer programmers, etc.)
- **Telecommunications** (e.g. telecommunications equipment installers and repairers, etc.)
- **Tourism** (e.g. waiters, cooks, receptionists, pastry cooks, hotel and tourism technicians, etc.)

Participants should be able to demonstrate links to at least one of these sectors.

Working language

Working language of the seminar is English.

Participation

Contact seminar fee

The participation fee is **580 EUR**. This includes accommodation for 3 nights (single rooms), all planned meals, cultural activities, seminar material and organized airport transfer. Meals will be starting with dinner on the 15 October till lunch on the 18 October. Extra drinks, orders, etc. are excluded and need to be paid by the participants themselves. All nominated participants will receive an invoice and are kindly asked to pay the contact seminar fee before the seminar start.

How can I participate?

Step 1 Pre-registration

Delegates are asked to announce their intention to participate in the contact seminar to the Croatian National Agency by filling in a short pre-registration form which is available [here](#).

Step 2 Preparatory visit grant

After the pre-registration, Delegates can apply for a Preparatory visit grant from the National Agency in the country where they are based. The grant is a contribution towards travel and the Contact Seminar Fee. **Please apply for this grant as soon as possible** (so that your place is reserved). For detailed information on grant application form, deadlines and any other requirements applicable at national level, please contact the [National Agency in your country](#).

Step 3 Registration

After getting acceptance from your NA to your Preparatory visits application, delegates are required to complete an online registration form to confirm their attendance. **Please register only if your Preparatory visit application has been approved**. The registration form is available online at this [link](#).

The registration will be closed on 31 August 2012 (due to the cancellation terms of our venue and other arrangements). We will make bookings based on registration. Please note that in case of your withdrawal within one month of the contact seminar (15 September 2012) for reasons other than force majeure, you will be required to pay

minimum cancellation fee of 150 EUR (the amount will depend on the cancellation date), which cannot be covered from the EU grant.

Please note that the organizer remains the right to limit the participation of delegates.

Place

Location

Dubrovnik is a remarkably well-preserved example of a late-medieval walled city. Since 1979, the 'Pearl of the Adriatic' has been a UNESCO World Heritage Site owing to its exquisite architecture, historic monuments, museums, galleries, historical venues and most of all to its perfectly preserved medieval city walls.



More information on Dubrovnik:

- [Dubrovnik Tourist Office](#)
- [Dubrovnik in images](#)
- [Dubrovnik city map](#)

Venue

The **Neptun Hotel****** is the tallest hotel in the city of Dubrovnik. It is **situated** on the Lapad Peninsula in the village of Babin Kuk and only 4 kilometres from the city of Dubrovnik (Old Town). Dubrovnik Airport is only 22 kilometres away. The conference room has a sea view which ensures pleasant working surroundings.



Cultural activities

Traditional dinner

Delegates are invited to a traditional dinner at the **restaurant Klarisa** which is probably one of the most beautiful sites in the historic heart of Dubrovnik.



The restaurant is situated in a 13th century monastery of St. Klara, the best known of the eight monasteries for women in Dubrovnik which mostly ordained noblewomen. The

menu consists of healthy and delicious Mediterranean dishes, accompanied by selected Croatian wines.

Music performance

During the dinner, the delegates will enjoy a 1-hour performance of traditional Dalmatian music by [Klape Kaše](#).



Dubrovnik city tour

A two hour city tour will be organized. The tour will cover the most famous local sites: the Franciscans' convent which was the home of the oldest pharmacy in Europe, promenade [Stradun](#), church of [St. Vlaho](#), fortress [Revelin](#), [Onofrio's Fountain](#), the [port](#), etc. After the city tour, a two-hour free time will be provided.

Boat excursion

On the last day of the seminar, delegates will be taken for a boat excursion (45 minutes in each direction) to Cavtat. While enjoying the sea view, they will present their project ideas. The official closing of the contact seminar (evaluation, certificates) will also take place in this pleasant, informal surroundings.



Visit to Cavtat

Cavtat is a charming little town situated near the border with Montenegro. A 45-minute free time in Cavtat is planned.



Other useful information

Preparation for the seminar

The participants are kindly invited to bring material about their organization, previous project bulletins, products and typical products of their region/country to the seminar. Promotional materials of your institution and country will also be welcomed. These materials are needed for the European Fair which will be organized at the first day of the seminar.

Travel information

Dubrovnik is accessible by airplane and it is very well connected to Europe's largest cities. Many connecting flights operate over Zagreb, the capital of Croatia.

Bus transfer to the hotel/ airport will be organized in two timings on the arrival and departure day. Timings will be set according to the flight schedules. Participants will be asked to provide this information once they confirm their participation. Timings will be announced to all participants at least one week before the arrival.

Alternative transfer from the airport to the hotel:

- **BUS** – Bus company ATLAS operates daily after every flight from the airport to the Dubrovnik city centre (bus stop Pile). One-way fare is 35 HRK (approx. 5 EUR). From there you can take a local bus No. 6 to arrive to the hotel, bus fare is 12 HRK (approx. 1,5 EUR).
- **TAXI** – Taxi is available always at the airport exit. Reservations are possible on +385 (0)20 970. One-way ride costs around 230 HRK (approx. 35 EUR).

Currency

Local currency is called Croatian Kuna (HRK). The average exchange rate is 1 EUR = 7,50 HRK. No payments in EUR are possible in Croatia.

Weather

Dubrovnik has a very pleasant Mediterranean climate. The average temperature in October is 17,8°C. Local weather forecast for Dubrovnik is available at:

<http://prognoza.hr/sedam.php?id=sedam¶m=Hrvatska&code=14472>

Additional stay

Additional nights at the hotel at a special price of 93 EUR (bed and breakfast) are available for all seminar participants.

Information needed for the application form

Please find below the information the contact seminar applicants need for their Preparatory Visit Grant applications:

Host organisation: Agencija za mobilnost i programme EU
 Legally authorized person: Tina Saric
 Type of organization: Public authority (national) (PUB-NAT)
 Commercial orientation: non-profit
 Legal status: public
 Size (staff): 21-50
 Region: HR 01

Legal address: Ljudevita Gaja 22
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City: Zagreb
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Email: leonardo@mobilnost.hr

Information about contact person
First name: Ivana
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Position: Head of Unit
Same address as the organisation
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Contact

For more information on the grant possibilities, please contact your National Agency.

For more information on the contact seminar (program, accommodation, travel, or to reserve places for your National Agency), please contact the Leonardo da Vinci team at the Croatian National Agency on **+385 (0)1 555 6881** or by e-mail: leonardo@mobilnost.hr.

All information regarding this contact seminar is also available on the [website of the Croatian National Agency](#).