

Invitation to an ETUI Education workshop

13 September 2018

Dear Colleague,

The Education Department of the European Trade Union Institute will organise a **Pedagogical workshop on “ePortfolio building: from description to reflection”** which will be held from **4 to 6 December 2018**, in Brussels, Belgium.

Aims

- Identify the objectives of a Portfolio and its benefits;
- Point out the advantages of building an ePortfolio in the assessment process as a tool for educational management;
- Develop reflection and self-assessment competences;
- Improve one's skills in creating and developing an ePortfolio;
- Actively apply ICT competences and web 2.0 tools in ePortfolio building;
- Structure and build parts of individual ePortfolios, bearing in mind selected criteria.

Working languages

English and French.

Programme

The draft programme is enclosed.

Venue

Pentahotel
Chaussée de Charleroi 38-40
1060 Brussels
T: +32 (0) 2533 6666
www.pentahotels.com

Participants

Participants who have completed ETT1 trainings after 2012.

Arrival and departure

Participants are expected to arrive before 19.00 on 3 December 2018. There will be a dinner at the hotel at 19.30.

The workshop ends at 16.00 on 6 December 2018.

Please keep this in mind when booking your flights (no flight before 19.00).

PLEASE WAIT FOR OUR CONFIRMATION BEFORE BOOKING YOUR FLIGHTS.

Participants' registration

Please fill in a copy of the enclosed form for each participant and return it to the ETUI Education Secretariat (**Carine Boon**, cboon@etui.org) before **1 November 2018**.

Payment of registration

A direct monetary contribution (enrolment fees) to ETUI Education activity is required per organisation/per participant/per working day. Participation fees vary depending on which group your country is from.



Participation fees for this course are:

For group I: 180€ (3 days@60€) - For group II: 72€ (3 days@24€) – For group III: 45€ (3 days@15€)

Group I: 100% of participation fees - 60€/day	Group II: 40% of participation fees - 24€/day
Andorra *	Croatia
Austria	Czech Republic
Belgium	Estonia
Cyprus	Hungary
Denmark	Latvia
Finland	Lithuania
France	Poland
Germany	Portugal
Iceland*	Slovak Republic
Ireland	Slovenia
Italy	
Liechtenstein*	
Luxembourg	
Malta	
Monaco*	
Norway*	
San Marino	
Spain	
Sweden	
Switzerland*	
The Netherlands	
United Kingdom	

Group III: 25% of participation fees - 15€/day
Albania
Bulgaria
FYROM
Greece
Montenegro
Romania
Serbia
Turkey

*These countries, as non-EU members, pay the total amount of the activity.

An invoice will be sent to the organisation upon confirmation of the enrolment. We kindly ask you to pay this invoice before the start of the course.

It is **essential** that you mention in your payment order the number of the invoice and customer reference number.

Please note that in case of cancellation of participation 5 working days before the beginning of the course, no refund shall be granted (the total amount – 180€/72€/45€ - will be invoiced) and expenses incurred with hotel reservation will have to be reimbursed by organisations.

Reimbursement of travel and accommodation costs

Costs for accommodation, **for 3 nights (3, 4 and 5 December 2018)**, meals according to the programme, materials will be covered by ETUI Education, only for participants coming from member states of the European Union, Albania, Montenegro, FYROM, Serbia and Turkey.

Expenses must be settled in line with the EU guidelines, which means:

- The shortest route of travel is to be chosen using the most reasonable means of transport.
- **Train tickets** will be reimbursed on the basis of a 1st class return fare for regular trains and 2nd class for Eurostar, Thalys, TGV or similar.
- **Economy class fares will be used as the benchmark for analysing air travel costs.** Air travel is acceptable only for distances above 400 km, i.e. return flight above 800 km. **Business class flights** will not be reimbursed.
- Travel by car will be reimbursed either:
 - on the basis of the mileage calculation at a rate of 0,25€ per km.
 - on the basis of a train return fare (1st class fare for regular trains and 2nd class for Eurostar, Thalys, TGV or similar)

- the cost of lower-class economy air fare
 - **Whichever is cheapest, will be reimbursed.**
 - Toll, petrol, insurance costs will **not** be reimbursed.
- Only one person can claim reimbursement, independently of the number of people traveling in the same vehicle. Passengers may not claim mileage or equivalent costs.
- **Local transport**, to/from the event venue, is reimbursed on the basis of original tickets.
- **As a rule, taxis are not reimbursed.**

Please note that expenses such as parking fees, telephone, minibar, extra nights, extra lunches, extra dinners, supplement double room and the eventual supplement half/full board are not taken in charge by ETUI.

Additional information

PARTICIPANTS ARE REQUESTED TO BRING THEIR OWN LAPTOP.

Should you need any additional information please do not hesitate to contact the ETUI Education Secretariat, Carine Boon cboon@etui.org.

Yours sincerely,

Vera dos Santos Costa
Director
ETUI Education

Enclosed: Registration form and draft programme