



## Call for participants: Seminar: “Newbees Meeting”

**BERLIN, Germany 4<sup>th</sup> -8<sup>th</sup> December 2015**

The Youth of European Nationalities (YEN) is looking for participants for the Seminar Newbees Meeting. **This call is for young people who would like to know more about YEN and minority politics in Europe. It is for youngsters who have taken part in YEN events or plan to do so in the next year.**

It is the first event of its kind for YEN. It will enable an intense cultural exchange between minorities but we also want to present the majority population the richness of minority culture.

Aims:

- Introduce minority issues to interested youngsters
- Networking
- Get to know institutions of German minority politics
- To introduce YEN to the participants

If you are interested to participate, please fill in the application form, and send it before **22<sup>nd</sup> of November 2015** to the YEN office – [office@yeni.org](mailto:office@yeni.org).

### Profile of the participants

- Young members of minorities involved in their minority youth organisation, or members of youth organisations who would like to learn more about minorities
- aged 16-30
- Able to work in English or German.
- Interested in YEN and its work and projects

### Additional Activities

As it is not possible to work all day long, we have prepared a couple of activities like visiting Berlin, museum and a famous Christmas market, or two.

### Participation fee

The participation fee is 30€. It covers food and accommodation for the full seminar, excursions and a lot of fun. We will ask you to pay in cash in Euros during the event.

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## Travel reimbursement

Travel expenses will be 70% covered. **We will try to increase to 100%.**

Travels by car will be reimbursed by a rate of 0,10€ per km (direct route, calculated with [www.viamichelin.de](http://www.viamichelin.de)). Please use the cheapest means of transport!

Travel costs are reimbursed only when original tickets will be presented and sent to the office and participants provide all needed justificatory documents of travel and expenses (invoices, boarding passes, train or bus tickets...). Additionally, the reimbursement form needs to be duly filled in. Once these are collected, controlled and accepted by YEN, the Vice-President for finances will order the reimbursements either in cash or bank transfer latest by 31<sup>st</sup> of December (if all documents arrived!!!)

### Important notes:

- Use the cheapest means of transport.
- Taxi costs **cannot** be reimbursed!
- Please look for group tariffs and early bird tickets.
- The tickets have to correspond to the seminar dates.
- Please make sure you are present 80% of the seminar time, otherwise we are not able to reimburse your costs.
- Send your original tickets after the seminar to the YEN office
- Have your travel documents and bank details ready when you arrive!

## APPLICATION PROCEDURE:

Fill in the application form and email the file via your minority organisation to the office: [office@yeni.org](mailto:office@yeni.org). There is one form per participant.

The application deadline is **22<sup>nd</sup> of November 2015**.

Please note that all applicants must be proposed by an organisation. Please make sure, that you book your ticket as soon as possible, **after you get the confirmation!** In urgent cases please contact the office to support the booking of your travels.

*Arrival: Friday, 4<sup>th</sup> of December Departure: Tuesday, 08<sup>th</sup> of December 2015*

Additional information will be sent to you after your participation is confirmed by the office. If you have question about event please contact the office under the above mentioned email address.

**We are looking forward to your application and to meeting you soon in Berlin!**

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