

Future Classroom Lab Courses

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When planning your attendance

Venue

All the courses will be organised held at European Schoolnet's own training venue, the Future Classroom Lab, a fully equipped, reconfigurable teaching and learning space developed by European Schoolnet, its 30 supporting Ministries of Education and leading educational technology providers. It is a unique and inspiring learning environment in Brussels, that challenges visitors to rethink the role of pedagogy, technology and design in their classrooms.

Address: European Schoolnet, Rue de Trèves 61 – 3rd floor, 1040 Brussels, Belgium.

<http://fcl.eun.org>

Target audience

The courses are aimed at primary and secondary teachers and ICT coordinators, enthusiastic to enhance their teaching through new ideas, tools and pedagogies. Some courses have a specific target audience, please see the details. You may join a course that is not targeted to your profile (e.g. a primary level teacher joins a course targeted to secondary level teachers), but please note that some of the content may not be fully relevant for you. All courses will be delivered in English and the participants should have at least solid basic skills (listening, understanding, and speaking) to benefit from the training and to ensure a comfortable course experience to all participants.

Fees 2018 and payment

Course fees

- **2-day courses: 280€** - including 220€ course fee and 60€ for meals (2 lunches & 1 dinner)
- **3-day courses: 400€** - including 330€ course fee and 70€ for meals (3 lunches & 1 dinner)
- **5-day courses: 650€** - including 550€ course fee and 100€ for meals (5 lunches & 1 dinner)
- Accommodation or travel is not included but EUN can organise accommodation if requested (120€/night/per person)
- Some exceptions to the fees may apply.
- It is not possible to pay only for the course excluding the meals. The invoice can be split upon request.

Payment

The payment must be done by bank transfer and for this we will provide a pro-forma document about one month before the course (this will include all payment information). The payment should be done before the course. Payment by credit card is not possible.

Looking for funding?

See what funding opportunities Erasmus+ provides under "Key Action 1 - Mobility of individuals in the field of education and training". The last call closed on 2 February 2018. There will be a new call launched in October 2018. For more information see the [Erasmus+ website](#) and information provided by your [National Agency](#).

Large groups?

Having a large group of participants from the same institution participating in a single course can affect the dynamics and experience of the training event, and can reduce the vital aspect of cultural exchange, networking and group dynamics/development. If you plan to send more than 6 teachers to a single course, please contact first fcl@eun.org.

How to book your places

Booking places & registration

If you don't have funding yet:

- Contact fcl@eun.org to express your interest for the course(s) you are interested in.
- Please indicate your name, school, the number of teachers and the course(s) you are interested in.
- Please note this is not yet a confirmed booking, which can only be made with confirmed funding.
- As soon as you receive the funding decision, please contact us again (see below).

If/when you have funding confirmed:

- Contact fcl@eun.org to confirm your definitive place(s).
- **The places are given on first-come, first-served basis for definitive bookings.** Reserving places can be done without the participant names.
- Please inform us also in case if you don't get the funding.

How to know if a course is confirmed or not?

- We are usually able to run all courses that are announced, but as a general rule we may cancel a course if it has less than 15 participants.
- If you have been confirmed your place (by email), it means the course will take place too.
- About 6 weeks before the course we will send you the updated programme and open an online registration for the individual participants.
- About 3 weeks before the course we will issue the pro-forma invoices.

Cancellation policy

If the participation is cancelled:

6 weeks before the course begins	No cancellation fees
Between 6 weeks and 2 weeks before	50% of the course fee will be charged (Also, if accommodation is included and can't be cancelled, it will be charged.)
Less than 2 weeks before	100% of the course fee will be charged
Substitutions are possible right up to the start of the course	

Force majeure: EUN is not liable for any claims for damages and/or losses if the entire course has to be cancelled due to a force majeure incident. Such an unexpected event may be a war, crime, or an earthquake which prevents EUN from running the course on the planned dates. EUN reserves the right to change, modify or terminate all or any part of the programme either in an individual case or in general, at any time without notice.

Certification

When your course is approaching, you may need some papers to be filled in by us for your Key Action 1 project:

Mobility agreement:

- This is a standard document "Erasmus+ mobility agreement for school staff".
- Please ask your school mobility coordinator/National Agency to provide the latest version of the document.
- Please fill in the document with your details (participant and the sending organisation) and then please send the document to us in **.DOC format at least one week before the course**.
- The signed, scanned version will be sent back by email and/or the original version can be given to the participant during the course.

Europass Mobility:

- <http://europass.cedefop.europa.eu/documents/european-skills-passport/europass-mobility>
- The 'sending organisation' (the school) needs to first contact the [national Europass centre](#) and apply to get a specific mobility reference and fill in the template document with all the school and participant information.
- After this, please send us the file in **.DOC format at least one week before the course**, and we will fill in the parts about our organisation and the course.
- The participant will receive the printed and signed version during the course.

We will also provide the participants with a **certificate of attendance**.

When planning your stay in Brussels

Brussels

Brussels offers many options to spend time:

- What to visit/see: http://visitbrussels.be/bitc/BE_en/do-see/to-see/
- Parks and gardens: <http://www.brussels.be/artdet.cfm/5443>
- Free exhibition on the city of Brussels: <http://experiencebrussels.biponline.be/en/exhibition>
- Free museums/exhibitions: <http://www.brusselmuseums.be/en/faq.php?id=5>
- Discover Belgium beers: <http://belgium.beertourism.com/belgian-beers>
- Discover Belgium chocolate: <http://www.visitbelgium.com/?page=chocolate-lovers>

How to arrive to Brussels

Brussels has two airports: Brussels National airport (Zaventem), about 30 min to the city centre, and Brussels South airport (Charleroi), about 60 min to the city centre. You can arrive conveniently to Brussels also by train from London (Eurostar), Paris, Amsterdam and Cologne (Thalys).

From the Brussels airport (Zaventem) to the city:

- **BY TRAIN to the city centre:** The train takes you to the main train stations in the Brussels city area: Gare du Nord, Gare Centrale, and Gare du Midi. The ticket costs 8.5€. The trains go every 15-20 min and leave from the level -1 of the airport terminal: www.brusselsairport.be/en/passngr/to_from_brussels_airport/train/
- **BY BUS to Schuman-Luxembourg:** From the level 0 of the airport, the buses 12 and 21:
 - **Number 12** (Monday to Friday until 20h) OR
 - **Number 21** (weekends all day and weekdays after 20h)
 - Both buses take you to **Diamant, Schuman and Luxembourg**.
 - The ticket costs 4.5€ from the automat and 6€ from the driver.
 - You find the bus schedules here: <http://www.stib.be/horaires-dienstregeling.html?l=en>
- **BY BUS to Gare du Nord:** Take the bus "De Lijn" N° 471 (level 0 of the airport). The bus takes you to the train station Gare du Nord / Brussel-Noord. Timetables: www.delijn.be/en/lijnen/lijn/3/471/1/471_Zaventem_-_Brussel?vertaling=true#2

From the Charleroi airport to the centre:

- **Take the Brussels City Shuttle** bus which takes you to the Brussels Gare du Midi (main train station). A return ticket costs 28 euros (and a one-way ticket normally 14 euros).
- For the bus schedule, see here: www.charleroi-airport.com/en/passengers/acces-and-parking/brussels-city-shuttle/index.html

- At Gare du Midi you can continue your journey by using different metro lines, buses or pre-metro. See the metro map here:
www.brussels.be/dwnld/57065131/Plan%5FM%5F10%2D2015.pdf
- **Alternative for the shuttle bus:** private taxi shuttle that takes you directly to the hotel (price about 21€). You need to book this service in advance and directly here: Liedts Riflesso Italiano riflessoitalianoliedts@outlook.com // <http://www.riflesso-italiano.be/312681630>

Course venue and how to arrive

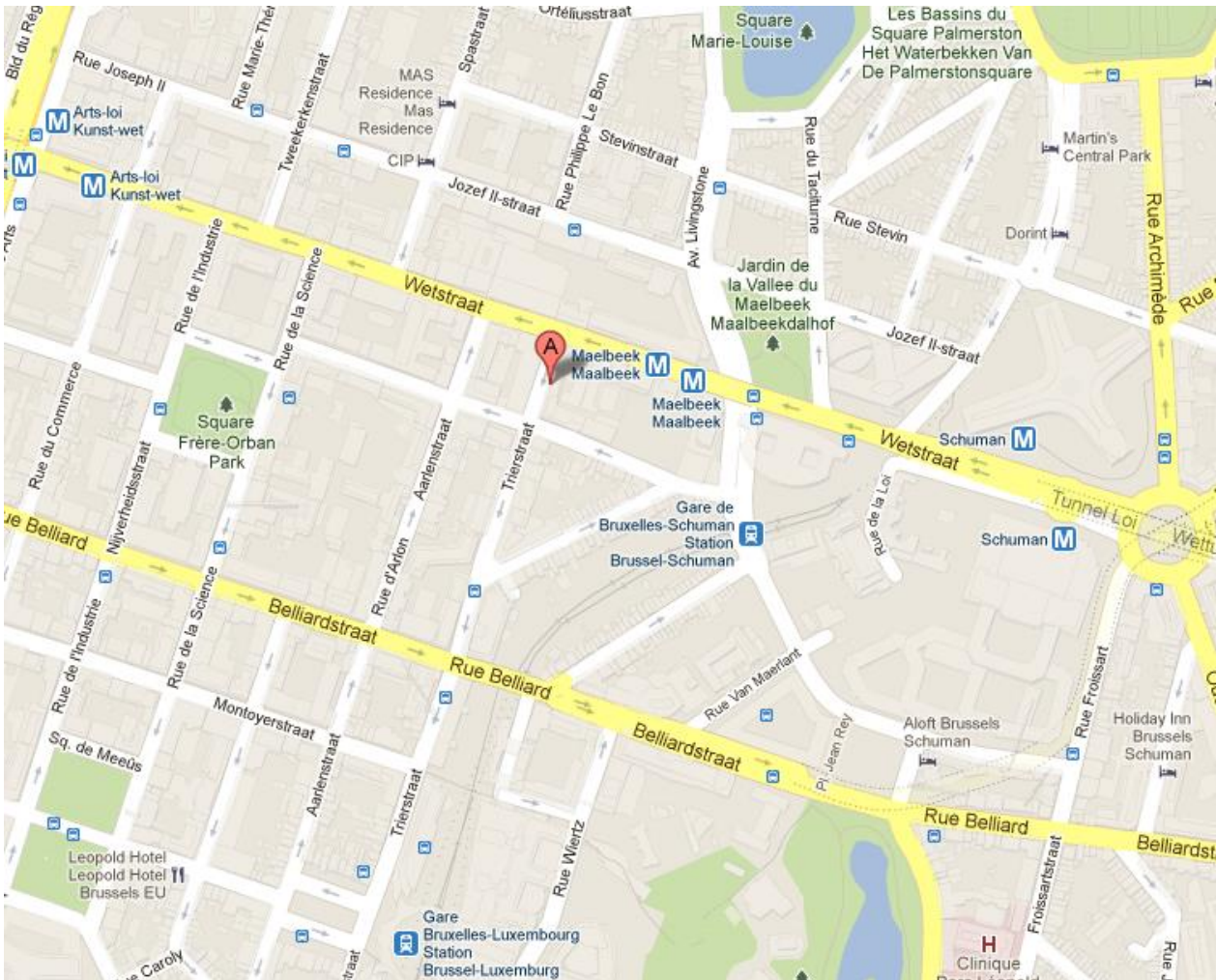
The courses will be organised in Brussels, at European Schoolnet's Future Classroom Lab.

Address: European Schoolnet, Rue de Trèves 61 – 3rd floor, 1040 Brussels.
www.europeanschoolnet.org/

How to best reach the EUN office and Future Classroom Lab

The office is close to the following places:

- Schuman (buses, metro lines 5 & 1, train, airport bus): 10 min walk
- Luxembourg (buses, train, airport bus): 10 min walk
- Arts-Loi (metro lines 1, 2, 5, 6): 10 min walk
- Maelbeek (metro lines 5 & 1): 2 min walk – use the exit "Rue de la Loi/Wetstraat"
- Thon EU hotel: 1 min walk (across the street)



Be aware of pick-pockets whenever you are in public places, especially when using public transports.

Accommodation

The participants who take care of their own accommodation arrangements can find many options at www.booking.com or www.airbnb.com/s/Brussels--Belgium. The following hotels are some of the options close to the course venue:

- Adagio Access Bruxelles Europe; www.booking.com/hotel/be/adagio-access-bruxelles-europe.en-gb.html
- Hotel Motel One: www.booking.com/hotel/be/motel-one-brussels.en-gb.html
- Hotel Chambord: <http://www.booking.com/hotel/be/chambord.en-gb.html>
- Chelton Hotel: www.booking.com/hotel/be/chelton.en-gb.html
- Hotel Le Berger: www.booking.com/hotel/be/le-berger.en-gb.html
- Silken Berlaymont Brussels: www.booking.com/hotel/be/silkenberlaymont.en-gb.html
- Thon Hotel EU: www.booking.com/hotel/be/thon-eu.en-gb.html

If you would like to stay in the Brussels city centre, it is only 10 min away by metro from the course venue (by foot 20-30 min). It is advised to avoid immediate vicinity of the two train stations Gare du Nord and Gare du Midi, which some visitors may find less comfortable.

Hotel rates: The hotel prices can vary a lot in Brussels, so it is good to book in advance. You can find examples of rates and compare them at www.booking.com. The participants' comfort requirements are different which reflects their selection of accommodation. As a general tip, some hotels can have tempting "non-refundable" rates but we recommend to select the "refundable" rate even if it may be a little bit more expensive.

If you have any questions, e.g. regarding the hotel location, public transport connections to the course venue or similar, please let me know: elina.jokisalo@eun.org.

Insurance

Participants are responsible for their own safety and belongings. The registration fee does not cover insurance for the participants. We recommend that participants take out insurance in their home country to cover pre-journey cancellation for personal reasons and necessary insurance to cover accidents, medical expenses and loss of personal belongings during the visit. EU citizens can obtain a free European Health Insurance Card (EHIC).

About European Schoolnet

European Schoolnet is the network of 30 European Ministries of Education, based in Brussels. As a not-for-profit organisation, we aim to bring innovation in teaching and learning to our key stakeholders: Ministries of Education, schools, teachers, researchers, and industry partners.

www.eun.org

- **Past courses:** check out our [previous workshops/courses](#).
- **Organisation details:** EUN Partnership asbl (European Schoolnet / EUN), Rue de Trèves 61, 1040 Brussels, Belgium, PIC: 998415084.
- **Contact:** For any questions related to the course please contact Elina Jokisalo, elina.jokisalo@eun.org

Disclaimer

This information is of a general nature only and is not intended to address the specific circumstances of any particular individual or entity; or not necessarily comprehensive, accurate, complete or up to date.

Our goal is to keep this information timely and accurate. If errors are brought to our attention, we will try to correct them. However, EUN accepts no responsibility or liability with regard to the information on this document or on its other materials.