

## CONFERENCE

### *Shaping Tomorrow through Global Education*

#### GUIDE TO REGISTRATION

**Date:** 28-29th November 2024

**Venue:** European Youth Centre (Hungary, 1024 Budapest, Zivatar u. 1.)

**Registration:** please submit your registration on [this link](#) until 16th September 2024

This guide contains practical information for registering to HAND Association's international conference. Please note, that **submission of your registration form does not guarantee your participation** in the event; HAND Association will send a confirmation to each participant via e-mail. Hence, we recommend not to make your travel arrangements until you receive this confirmation.

#### THE EVENT IN A NUTSHELL

The conference *Shaping Tomorrow through Global Education* is organised by [HAND Association](#) in partnership with [CONCORD Europe](#) and in cooperation with [GENE](#) and [the North-South Centre of the Council of Europe](#), within the framework of the "Towards an open, fair and sustainable Europe in the world - Fourth Trio EU Presidency Project" - a [project](#) co-funded by the European Union amplifying civil society's voice during the rotating presidency of the Council of the EU.

The event will focus on presenting and sharing good practices and research results related to the implementation of national and European strategies in relation to the 2022 [Dublin Declaration](#) on global education (GE), including government and civil society cooperation, emerging topics and innovative methodologies in GE, training of educators, and funding at various levels.

**NOTE:** Preceding the two-day conference a meeting of the CONCORD GCE Working Group will be held on 27th November, open only to members of the working group and those who receive direct invitation to the meeting.

#### GENERAL INFORMATION

We count on the **active participation of all interested stakeholders**: students, researchers, teachers, government, EU, NGO or business representatives, among others. However, as much as we would like to welcome all professionals in the field, the event will be able to accommodate only a **limited number of participants**.

While we encourage all organisations to delegate their representative, in case there will be a high demand, HAND reserves the right to **select participants based on the below criteria and requirements**:

- in principle 1 participant per organisation will be selected (with certain exceptions) depending also on demand

This event is part of the "Towards an open, fair and sustainable Europe in the world - Fourth Trio EU Presidency Project" co-funded by the European Union and implemented by national NGDO platforms HAND (Hungary); La Coordinadora (Spain), CNCD-11.11.11 (Belgium), 11.11.11. (Belgium) and CONCORD, the European confederation of NGOs working on sustainable development and international cooperation. The contents of the event are the sole responsibility of HAND and do not necessarily reflect the views of the European Union.



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- preference will be given to applicants who can attend the programme on both days of the conference
- the event's official language is English, interpretation will not be provided
- the event is held in-person, online participation will not be arranged
- we count on your active, engaged participation
- participants shall be competent in topics related to global education (young change-makers are welcome, but the agenda will rather benefit colleagues beyond entry-level)
- the event aims to ensure diversity in all aspects (country, sector, institutions etc.)

## COSTS & REIMBURSEMENT

As a rule of thumb, **HAND Association will be able to fund participation costs for 1 person per organisation**, covering the following expenses:

- accommodation costs for maximum 2 nights (27th and 28th November 2024) in [single bedrooms in the European Youth Centre](#), breakfast included. Depending on travel arrangements further nights could be booked upon confirmation from HAND.
- meals that are included in the agenda will be covered by HAND for all participants
- travel costs up to max. 400 EUR/person for travel within Europe. Travel from outside Europe is possible; however, the maximum amount of reimbursement is still 400 EUR, visa costs excluded. In some well-justified cases, organisers might reimburse higher travel costs and visa costs.
- public transport in Budapest up to max. 30 EUR/ person (bus, tram, metro, airport shuttle)
- Taxi fares will only be reimbursed up to a total of €75 for journeys to/from the airport/train station and when the flight / train is scheduled before 07h00 or arrives after 22h00.

**Note:** In order to leave the opportunity open for accepting participants beyond budget limits, in case of high demand, further participants may be accepted if they are able to fund their own travel and accommodation costs. (You will be asked to indicate this in the registration form.) Meals included in the agenda will still be covered by HAND in this case.

As for the **reimbursement of expenditures** covered by the organisers, HAND will arrange accommodation and meals included in the agenda for the selected participants and will pay the fees directly to the service provider. **Travel arrangements however will be made individually by all participants**, and related expenditures shall be submitted to HAND for reimbursement within one month after the conference, including supporting documents of travel (original invoices and air/train/bus tickets, boarding passes, local transport tickets etc.)

## FEEDBACK ON REGISTRATIONS

Feedback on registrations and financial support is expected by early October 2024 to allow participants to start their travel arrangements well in time. Approved participants will receive all information about the procedure of reimbursement upon confirmation of their participation.

***We are looking forward to welcoming you to our event!***

In case you have questions, please send us an e-mail to [GE\\_conference@hand.org.hu](mailto:GE_conference@hand.org.hu).

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