

Invitation to an ETUI Education course

April 2022

To all organisations affiliated to the ETUC

Dear Colleagues,

The Education Department of the European Trade Union Institute organises a training activity on “**Storytelling as a trade union communication tool**” from **15 to 17 June 2022** in Brussels, Belgium.

Course Description

It is essential for trade unionists to deliver engaging messages with impact. Throughout these two days and a half, participants will identify communication strategies that will help them to speak to be heard, and gain visibility and credibility when they deliver their messages in a multicultural environment.

During the training course, participants will apply communication basics and techniques to trade union situations, they will also learn different strategies to face impromptu events and will work with a practical approach to communication for inspiration, engagement, and impact.

Aims

At the end of this course learners will have

- increased their confidence as speakers in a friendly, non-threatening environment
- applied communication principles and techniques to trade union situations
- enhanced their ability to deliver impromptu speeches so that they make sense and stay on track
- learned to use storytelling techniques to inform, engage and inspire

Working language

English

Programme

The enclosed programme will give you an overview of the course contents.

Accommodation and venue

Accommodation is booked at the Marivaux Hotel - Bd Adolphe Max 98 – 1000 Bruxelles
Tel : 0032 2 227 03 00 – <http://www.hotelmарivaux.be/>

Course venue is at the ITUH (International Trade Union House) - Room ELL (ground floor)
5, bd du Roi Albert II - B – 1210 Bruxelles - <https://www.etui.org/about-etui/contact>

Participants

Participants are trade unionists, in particular young officers, dealing with complex conversational situations in national and transnational contexts. Participants should be able to attend the full three days of the training.

Arrival and departure

Participants are expected **to arrive on Tuesday 14** and **to leave on Friday 17 June 2022**.
The closest airport is Brussels National Airport (BRU) and the closest train station is North Station.

Please wait for the ETUI confirmation before any travel booking.

How are enrolments processed?

A maximum of **12 participants** can be accepted.

The final confirmation of the participants will be done by the team of trainers bearing in mind the requirements for the target group.

We ask you to bear in mind the recommendations of the ETUC Action Plan for women which call for the proportional representation of women in trade union activities.



Participants' registration

Please fill in our registration form and use the link <https://forms.gle/kEf1XpMPbmy9ufsV9>

no later than Monday 30th May.

Payment

The participation to this course is **60€ for all participants**. ETUI will send an invoice to the financial department of your organisation.

IMPORTANT NOTICE as to TRAVEL - ACCOMMODATION – RESTAURANT

ETUI advises, that, if you have any symptoms or feel unwell, you should not travel and not attend the training.

You ought to respect the country's post-Covid-19 health and safety measures and procedures. Therefore ETUI asks you to check that the original source of the information is an established and qualified provider.

Several official sources of information on Covid-19 are:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.ecdc.europa.eu/en/covid-19-pandemic>

<https://www.ecdc.europa.eu/en/covid-19/external-resources>

<https://reopen.europa.eu/en>

Please read all information on travel and Covid-19 guidelines on following link :
<https://www.info-coronavirus.be/en/>

ETUI is reimbursing PCR or antigenic testing providing you submit a proof of payment.

ETUI will not organise your testing when you are in the training, but will provide you the information on where to go to get tested.

If you need to quarantine, please to contact the ETUI Education person on the spot as soon as possible or you can also contact the ETUI Secretariat; Nathalie De Vits at ndevits@etui.org or leave a message on phone number: 00 32 2 224 05 22.

Any other health-related issues, such as doctor bills, etc will not be reimbursed as your own national health insurance plan should reimburse those.

Hotel booking will be made by ETUI. It is important to inform us of your correct arrival and departure date.

Lunch and Dinner will be organised by ETUI.

Travel :

Given the current travel restrictions and complexities (Green pass; PLF; other national administrative requirements) **travel is organised by each participant and no longer by ETUI.**

Participants should book **refundable tickets** to be able to receive refund in case of travel cancellation, so that refund is done by the agency or airline/train company.

ETUI will NOT reimburse business flight tickets.

Flight tickets : 100% changeable and refundable flight tickets : the fare conditions to be checked by airline company.

An example of Air France :

https://www.airfrance.be/BE/en/common/page_flottante/engagement-air-france-protect.htm#font-color-white-flex-font

SAS : <https://www.flysas.com/en/flexible-booking/>

Train tickets; second and first class tickets are **refundable and exchangeable**. Please check the fare conditions by train company.

Due to the Covid period, airline/train companies adapted their policy concerning refund and cancellation of tickets.

Reimbursement of travel and accommodation costs

Costs for accommodation, 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, North Macedonia, 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.
- 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.**

Other expenses not taken in charge by ETUI either : parking fees, telephone, costs for luggage and excessive luggage, fees for choice of seating in plane, travel insurance, minibar, extra nights, extra lunches, extra dinners, supplement double room and the eventual supplement half/full board.

Additional information

Should you need any additional information please do not hesitate to contact the ETUI Education Secretariat, Nathalie De Vits, tel: +32 2 224 05 22, e-mail: ndevits@etui.org

Yours sincerely,

Vera dos Santos Costa
Director
ETUI Education