To all organisations affiliated to the ETUC

Dear Colleagues,

The Education Department of the European Trade Union Institute organises a second training activity on **Public communication for Trade Unionists within the EU context** from **02 to 04 March 2020** in Brussels, Belgium.

This training course will enhance your skills when communicating with decision makers, for example company leaders and politicians, as well as with the general public. Take this opportunity to strengthen your ability to convincingly represent the trade union’s position and to fight for European employees’ rights! The programme will focus on face-to-face communication, as well as on public speaking and interviews given to the media. Special emphasis will be placed on intercultural and transnational aspects and on unexpected and/or surprising situations demanding rapid verbal reaction and impromptu speaking skills.

Main topics:
- Presentation & communication skills
- Body language & speech training
- Impromptu speaking
- Media training & interviewing techniques
- Intercultural & transnational aspects of communication

**Working language**

**English**

**Programme**

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

**Venue**

Accommodation and venue are booked at the **Indigo Hotel Brussels – Place Rogier – 1210 Brussels**.

**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 the morning of Monday **02** and to leave on Wednesday **04 March 2020**. The course will start at **13h30/14h on Monday 2nd**, a light lunch will be foreseen. The airport is Brussels National Airport (**BRU**). Closest train station is North Station.

**Please wait for the ETUI confirmation before any travel booking.**

**How are enrolments processed?**

A maximum of **10 to 12 participants** can be accepted. We already have 6 registered participants (from the 1st session who could not be confirmed due to the high-level registrations).

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 a copy of the enclosed form for each participant and return it to Nathalie De Vits, **ndevits@etui.org** no later than **17 February 2020**.

**Payment of registration**

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

The ETUI is financially supported by the European Union
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€)

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<th>Group I: 100% of participation fees - 60€/day</th>
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*Participants from these countries, as non-EU members, pay all costs related to the activity.

An invoice will be sent to the organisation and address (billing address) as mentioned in the enrolment form.

Please note that in case of cancellation of participation 5 working days before the beginning of the course, no refund shall be granted.

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

**Reimbursement of travel and accommodation costs**

Costs for accommodation, **for 2 nights (02 and 03 March)**, 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.
- **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, taxes 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, 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

Enclosed:  Registration form - Draft programme