



Checklist: Practical arrangements for the stay of the beneficiary/participant

Period of stay

- Confirmed with project partners, accommodation, internship/training companies

Information about participants

- Personal data
- Pictures e.g. for tickets, passes etc.
- Language level
- School grade/ information on vocational training

Accommodation

- Type of accommodation: Hotel, Hostel, Guesthouse, Host families
- Dates confirmed, check in/out times
- Number of rooms necessary - also considering male/female number of students/teachers

Meals (if required)

- Kitchen in accommodation, Bistro, Restaurant or catering service
- Times confirmed – in accordance with daily programme: training/internship/ cultural activities
- Special requirements confirmed (e.g. vegetarian dishes)

Local transport

- Airport transfer – times and numbers confirmed with transport company, tutor, participants/teacher
- Tickets according to number of participants and directions/distance of internship/training/cultural programme
- Direction/transport information sheets for participants & tutors

Placement company

- Contracts, training agreements
- Schedule agreed
- Times confirmed – starting times first day

Tutor (responsible for group)

- Received information about accommodation, programme, contact data teacher/participants, placement/training companies

Emergency number

- Someone has to be always available: office numbers, mobile number tutor, contact data participants/teacher

Program

- Double check: times & directions of working place; cultural activities; meals; time for travel from/to accommodation/ training/ meals