



Eskisehir Development Association

# PROJECT INFO PACK



# The Info Pack

all the underlined *orange color texts* in this document are links & include helpful information. Please read all the info pack carefully since all the information that is written inside is necessary for the quality of your inclusion in the project process.



# The Project



**NGO  
Fundamentals**

**Empowering Youth Workers  
&  
Strengthening NGO Structures**

*A Training Course to develop, discuss & strengthen a model for  
sustainable youth NGO's.*

Between  
29<sup>th</sup> of November and 5<sup>th</sup>  
of December 2016  
in  
Eskişehir, TURKEY

**egd** 

 **Erasmus+**

[www.eskisehirlisim.org](http://www.eskisehirlisim.org)



# Preparations

There are some tasks/missions expected from participants before/after the activity. These are;

## *Before Activity:*

- Making research about NGO's efficiency level in their local/national levels. (Which fields are they working, how many are they, how effective are they etc.)
- Good case practices of NGO's (local/national level) successful NGO's which selected by participants.
- Participants will create **10-15 minutes presentations** about the topics above.

## *After Activity:*

- As a part of disseminating and exploitation of the results process, creating and presenting a presentation (in considered of the whole project) to minimum 25 young people per participant.



# Travel Days

- The training course will take place in Eskişehir, Turkey between 29<sup>th</sup> of November and 5<sup>th</sup> of December 2016. The arrivals and first meeting will be on 28<sup>th</sup> of November.
- Istanbul to Eskişehir takes 5-6 hours with bus so flights for arrivals have to be on **28<sup>th</sup> of November** and for departures have to be **6<sup>th</sup> on December**.
- Participants will come to Eskişehir during the day till 18:00 (28<sup>th</sup> of November) and they will go back with bus on the night of 5<sup>th</sup> of December so they will be in Istanbul early morning.
- The Project includes 12 countries: Bulgaria, Czech Republic, Hungary, Italy, Latvia, Lithuania, Macedonia, Poland, Romania, Slovakia, Spain and Turkey.
- There will be 2-3 participants selected from each country.



# What to Bring!?

- Endless amounts of good mood and motivation to work.
- Some cool pieces of music, games, cultural experiences & traditional drinks. We're going to have a traditional night but no food is obligatory, although you can bring snacks to share with the drinks.
- Clothes. After checking the weather, you will need **thick** winter clothes. [Weather](#)
- Earplugs? Remember you will be sharing a room with 2 more people.
- A certain amount of money to exchange for your transportation from İstanbul to Eskişehir & your extra expenses until you get your travel reimbursements.
- Your preparation for the project on NGOs.
- Your toiletries (toothbrush, shampoo and those kinds of things); towels are provided.
- An alarm clock; the charging cable of your mobile; etc...

*If you have any problem or if you are experiencing problems in reaching the meeting point **on your arrival day**, please call **Cagri** (+905318982938) or **Gurkan** (+905324980188) and ask for help. **Do not take a taxi** before contacting us. We are not allowed to reimburse taxi costs as part of your travel costs.*



# Documents & Payments (Travel Reimbursements)

- **Visas:** The expenses of only **Polish and Spanish** participants entry visas will be covered with documentation. This is the web page where you can apply for an entry visa: <https://www.evisa.gov.tr/tr/apply>
- **Transportation:** We will need all the; boarding passes, original receipts/bills of your ticket purchases & ticket interties. Including planes, busses, trains & metro/tram. We will need you to send us your online check-in documents by e-mail immediately on **6<sup>th</sup> or 7<sup>th</sup> of December** (depending on your travel time) & *your boarding passes + other return documents* until **14<sup>th</sup> of December** by registered mail (postal service) In Eskişehir, we will also scan certain pages of your passports and each of you will sign an official letter confirming that you've received your reimbursements and send back the documents before the deadline.

**IF YOU HAVE ANY QUESTIONS ABOUT THE EXPLANATIONS ABOVE PLEASE ASK PRIOR TO YOUR TRAVELS**

Keep all the original boarding passes, receipts and/or other documents mentioned here with you. In case of missing documents we cannot provide a reimbursement.

\*All locations you can use during your travel up to your arrival. 

[Google Map I](#)

## Transportation ([Atatürk Airport](#))

The easiest way of travelling to Eskişehir from İstanbul is using the public metro [M1A](#) under Atatürk Airport which is open between 06:00 – 24:00. When you get to the airport, you'll have to find a way down to the metro which you'll easily recognize by signs. When you reach to the metro entrance, you'll see token/coin devices & a card device (at the beginning of that device line on the far left) According to your preference you pay 10TL and get an İstanbul Card loaded with 4TL(Turkish Lira) or a coin/token which will cost around 4TL. The difference is when you have the card every time you use it to pass for metro/bus/tram in İstanbul it will cost you 2.5TL per travel if its loaded and 1.65 TL if you use a connection (getting off from one public transportation service to another). If you plan to spend some time in İstanbul before & after your travels we recommend you to buy this card at the beginning, which is much less costly & convenient. In both cases you'll get a kind of receipt from the devices you get the token or the card. Please do not forget to bring it to us, to Eskişehir with you. Both devices only accept paper money, which in this case is 5TL-10TL-20TL...Whichever amount you use, you'll get the money back from these devices most probably as change. If the devices do not give any receipt/sales slip there is a guy near the place you pass with your card/coin in a transfer control counter. He is usually wearing an orange vest. You can ask him receipt(«FİŞ» in Turkish) by showing the coin or card stating that the machine did not give the receipt back when you bought that. He would be able to provide the receipt, if not you can inform us when you arrive.

To exchange your money, there are several locations (banks & exchange offices) when you get out of the first doors with your luggage turn right and left and you'll see them (they're opposite to Cafe NERO) when you follow the same way to the right you will see an escalator (opposite to Starbucks Coffee) which could take you to the metro entrance when you go down, walk straight, turn right & walk straight. For further info check out Atatürk Airport link above.



\*All locations you can use during your travel up to your arrival. 

[Google Map !](#)

## Transportation (Atatürk Airport)

When you take the metro from Atatürk Airport you'll get off in Otogar (Coach Station) there are announcements in English in the metro plus you'll see the names of the stops above the doors. When you get out in Otogar and get out of the building you'll see several bus companies. There are 2 good bus companies that you can travel with to Eskişehir. KAMIL KOÇ & İSMAIL AYAZ. You can buy your bus ticket from any of them and they have bus services every half an hour. The latest bus is 02:00 at night and earliest is 06:00 in the morning and in between there is a bus service every hour (06:00-07:00-08:00..) The price is between 40-50 Turkish Lira.

Since there are 2 bus companies travelling every hour to Eskişehir, we recommend you to buy your bus ticket in Coach Station/Otogar if possible thinking a flight delay risk. On the other hand, if you have time flexibility in reaching to Eskişehir, you can also buy your ticket online from the links we've provided by clicking on company logos below.



Station No:144-145



Station No:155



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\*All locations you can use during your travel up to your arrival. 

[Google Map I](#)

## Transportation ([Sabiha Gökçen Airport](#))

To exchange your money, there are several locations(banks & exchange offices) when you get out of the first doors you will be able to see them on both sides of the level prior to exit. When you get out of the airport, the busses named «[HAVATAŞ](#)» are right in front of you. You can see the departure schedule by clicking on the havatas.

From Sabiha Gökçen Airport you have to take a bus to Kadıköy (recommended) or Taksim. On both locations you can find the sales spots of Kamil Koç. But our recommendation is to go to Kadıköy and walk from spot A to spot B on the map we've provided below in order to reach [Kamil Koç Ticket Sales Office](#). From the same office you can buy your ticket to Eskişehir and they are able to provide you a free-service to the departure point of the busses from İstanbul to Eskişehir.

*FOR BOTH SABIHA GÖKÇEN & ATATÜRK AIRPORTS, BUS COMPANIES HAVE FREE TRANSPORTATION SERVICES TO THE AIRPORT ON YOUR WAY BACK TO YOUR COUNTRIES.*



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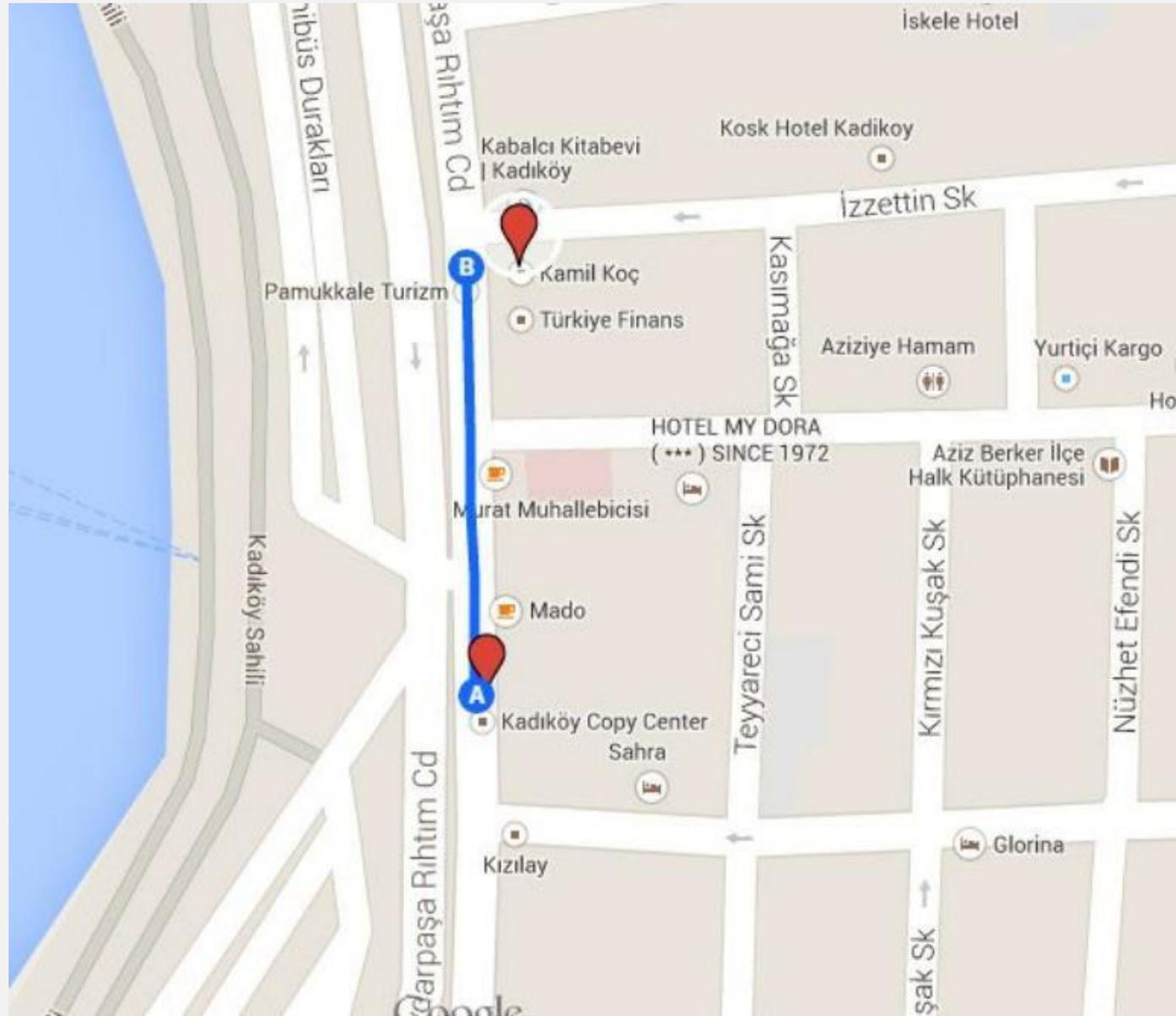




\*All locations you can use during your travel up to your arrival.



[Google Map I](#)



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\*All locations you can use during your travel up to your arrival.



[Google Map II](#)

## Transportation & Meeting (Eskişehir)

- By clicking on the Google Maps link (right top of the page) you can see the arrival point in Eskişehir.
- When you arrive to the bus station passengers landing side, you'll see that there are small shops within the station which sell the cards below while you are going to front side, but the main sales point is outside the station (just your left), on the way to the tram which is a small counter completely dark green. It is on the way to the tram so easily recognizable. You have to buy a ticket from there as below and it will cost you around 3 TL.
- From the bus station, you've to take the tram written OTOGAR-SSK on it. You have to get off on Anadolu Universitesi stop which is the closest point to departures meeting point (Tepebasi youth center1).
- Please provide us the departure day/time/bus company name so that we could arrange your arrivals. If you're going to buy your ticket on the spot there is wifi in all the busses and we would like you to send this information to us as a message preferably from facebook.
- TC stuff will guide you to apart motel very near the meeting point which is have two rooms flats. There will be 3 people in each flat. There will be 2 beds in one room and 1 bed in the other room.



# Draft Agenda

NGO Fundamentals							
Day 0	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
28.11.2016	29.11.2016	30.11.2016	1.12.2016	2.12.2016	3.12.2016	4.12.2016	5.12.2016
<b>ARRIVALS</b>	Breakfast	Breakfast	Breakfast	NGO Brunch	Breakfast	Breakfast	Breakfast
	Project Opening	The SotAR	Case Study: Project	Project Evaluations	Guest NGO	Sustainability I	What have I learnt?
	Ice Breakers		Phase 1: Analysis		Coffee Break	Coffee Break	Coffee Break
	Coffee Break		Phase 2: Goal Setting		Half of the Way	Sustainability II	NGO Power Presentation Preparation
	L2L	Why Society Needs NGOs?	Phase 3: Details & Routines		Lunch	Lunch	Lunch
	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
	Youthpass	Effective People	Phase 4: HR & Competences	<b>DAY OFF</b>	NGO Startup	NGO Presentations	DEoR Strategies
	Why am I here?	Effective NGOs			ID	Coffee Break	Coffee Break
	Coffe Break	Coffe Break	Coffee Break		Coffee Break	Letter to My NGO	Youthpass Filling
	Rules & Goals	Barriers of Effectiveness	Case Study Presentations		Organizational Structure	Strong NGO Booklet	Activity Evaluation
	Group Dynamics	Reflection	Reflection		Reflection	Reflection	Reflection
	Reflection	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	
<b>Chill &amp; Rest</b>	Welcome Cocktail	Social Time	Social Time	Free Night	Social Time	Goodbye Party	<b>DEPARTURES</b>





# General Information

- CURRENCY: Turkish Lira (TL), 1 € = nearly 3,5 TL (1 € = 3,4 / 1\$= 3,10 (18.10.2016)
- V.A.T The value added tax 18% is applied to all services delivered and all items purchased.
- TAXI: All of the taxis have taxi-meters. Available at taxi stands.
- LOCAL TIME: G.M.T. + 2 Hours
- ELECTRICITY: 220 Volts AC. Cycles 50 Mz.
- WEATHER: <http://www.accuweather.com/en/tr/eskisehir/317856/month/317856?monyr=11/01/2016>
- Police: 155
- Aid: 112

*Face book group for participants will be created on November*

## **IMPORTANT!**

All participants must arrange a travel insurance.

ANY MORE QUESTIONS?

PLEASE WRITE TO US FROM PROJECT MAIL ADDRESS

[ngo.fundamentals@gmail.com](mailto:ngo.fundamentals@gmail.com)