

# CPD*Lab*

Continuing Professional  
Development *Lab*

## CPD*Lab* course registration and practical information

<http://cpdlab.eun.org>

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## CPDLAB COURSE OPTIONS AND DATES

The CPDLab five-day courses in 2013 are:

- **Interactive Whiteboards – making the most of your IWB, a pedagogical approach**  
1-5 July 2013 (Comenius database reference number: BE-2013-250-001)
- **eSafety – bringing eSafety into everyday teaching and learning**  
24-28 June 2013 (Comenius database reference number: BE-2013-249-001)
- **Future Classroom Scenarios – implementing new teaching and learning activities in the future classroom**  
8-12 July 2013 (Comenius database reference number: BE-2013-247-001)

For the detailed course descriptions, please download the course catalogue here:

- [English](#)
- [Italian](#)
- [Portuguese](#)
- [Finnish](#)
- [Norwegian](#)

## USEFUL INFORMATION

### Course venue

The courses will be organised in Brussels, at European Schoolnet's Future Classroom Lab.

The Future Classroom Lab is a fully equipped, reconfigurable, teaching and learning space developed by European Schoolnet, its 30 supporting Ministries of Education and leading educational technology providers. Future Classroom Lab helps to visualise how conventional classrooms and other learning spaces can be reorganised to support changing styles of teaching and learning.

- More information on Brussels: <http://visitbrussels.be/>
- More information on European Schoolnet: <http://www.europeanschoolnet.org/>
- More information on Future Classroom Lab: <http://fcl.eun.org>

### Application

To know how to apply on the courses and how you can benefit of the Comenius in-service training grants please see further in this document.

## Accommodation

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The course participants will be accommodated in a centrally located hotel in Brussels within a convenient distance to the course venue. The participants have individual rooms, breakfast included. The accommodation fee covers hotel for five nights (check-in Sunday; check-out Friday). All the course participants will stay at the same hotel.

If you wish to stay at the same hotel more nights before or after the course, we ask you to handle the booking and payment of the extra nights directly with the hotel. The hotel name will be informed closer to the course (2 months before).

If your friend or a family member would like to travel with you to Brussels s/he can share a room with you at the hotel. Please mention this in the course registration so we know to book for you a double/twin room instead of an individual room. You will then pay the difference of the room price directly at the hotel.

## Travels

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You (or your organisation) is in charge of making all necessary travel arrangements. We will provide you with information on the local public transportation in Brussels so that you can arrive safely to the hotel and the course venue. You should include in your travel budget also a small provision for local transports during the course week. A 10-time travel card costs 13 euros (valid in metro, bus, tram and local trains).

Brussels has two airports: Brussels National airport (Zaventem), about 30 min to the city centre, and Brussels South airport (Charleroi), about 60 min to the city centre. You can arrive conveniently also by train from London (Eurostar), Paris, Amsterdam and Cologne (Thalys).

## Meals

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Lunch and dinner for the 5 days of the course are covered within the total cost of the course. Please note that there will be a welcome dinner on Sunday evening but there won't be a dinner on the fifth day (Friday). The breakfast is included in the accommodation.

## Evening program / Cultural visits

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We will provide some evening program on the course days, e.g. visiting the historical centre or the European Institutions depending on the participants' interests. More information on the evening program will be provided closer to the course.

## Course costs

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Each one of the courses has the following fees:

- Accommodation and meals: 750 euros
- Course fee incl. tuition and materials: 750 euros
- TOTAL: 1.500 euros

Please note the travel expenses are in addition to this.

## Financing your participation

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You can either finance the course directly (paid for example by your organisation) or apply for the EC in-service training grant through your National Agency. The number of participants on each course is limited to 25, funded applicants are guaranteed a place first and then non-funded participants are accepted on a first-come first-served basis.

If you apply for the EC in-service training grant but don't get one, you can still participate if you find another way to pay the course fee (e.g. your school or a local sponsor) provided there are places available.

## Payment

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After the confirmation of participation, we will issue an invoice to the participants. The course fee will be paid in full before the course. Any exceptions to this can be discussed with the course organisers.

## Cancellation policy

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If the participant cancels his or her participation up to 4 weeks before the course begins, the full fee will be returned to them. If they cancel between 4 weeks and 2 weeks before the course starts, they will forfeit 50% of the course fee and the cost of the accommodation and meals. If they cancel any later, there will not be any refund. Substitutions are possible right up to the start of the course.

There is no cancellation fee if you do not receive EC funding.

## Insurance

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We ask the course participants to confirm they have health insurance that is internationally valid during their stay in Brussels. EU citizens can obtain a free European Health Insurance Card (EHIC).

## HOW TO APPLY FOR THE CPDLAB COURSES?

1. Select a course you would like to attend at <http://cpdlab.eun.org/courses>
2. Click on the "Pre-registration" link and fill in the information requested.
3. You will receive a pre-acceptance letter by email. If you don't receive the letter within one day, please contact [maria.rizza@eun.org](mailto:maria.rizza@eun.org) to check that your pre-registration has arrived correctly.
4. Now, depending on your course financing plan please select one of the options below and follow the steps given there.

## A. If you plan to finance directly (without external funding)

1. After you have filled in the pre-registration form, we will have wait until the final confirmation of places.
2. After this we will send you a link to the full registration and you will receive an invoice to carry out a payment.

## B. If you apply for an EC in-service training grant

If you plan to finance your course through a Comenius in-service training grant, please follow the steps described here. Please note that the exact grant application process will depend upon the national agency to which you are applying (this is the agency in the country in which you work).

1. Find your LLP National Agency here: [List of National Agencies](#)
2. On the National Agency's website look for the application form for Comenius/Grundtvig in-service training and/or contact them by email and tell about your plans.
3. Fill in the training grant application form provided by your National Agency. Attach to it the pre-acceptance letter that you have obtained from us.
4. Submit the application form to your National Agency in time for your national deadlines (it is generally 16 January 2013 but please check if your national deadline is a different one).
5. Wait until to receive the reply from your National Agency. This takes usually from 7 to 10 weeks.
6. Send us an email as soon as you receive the information about your application whether it's approved or rejected. It's important that you send us the information as soon as you receive it yourself. The course organisers don't get information on the approved or denied grants from anywhere else than from the participants themselves.
7. If your application has been approved we will send you a link to complete the registration online and information to proceed to the payment.

## FURTHER INFORMATION

Please contact Maria Laura Rizza ([maria.rizza@eun.org](mailto:maria.rizza@eun.org)) for any additional information you might need.



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