**In case of doubt the English version shall prevail**

**EN**

**FAQ 2018**

1. **Registration and selection**

***I would like to register for the event. What should I do?***

Schools and/or teachers must fill in a registration form by 24 November 2017. Students may not register independently.

***How many schools will be able to take part in the exercise and how will they be selected?***

Lots will be drawn in December 2017 among the schools that have registered by the deadline. Only one school per country will be chosen to participate in the event in Brussels. The school will also receive a visit by an EESC member between January and February 2018. The schools taking part will be informed individually and must put forward the name of the accompanying teacher and the three students who will come to Brussels on 15-17 March 2018.

***What level of language knowledge must the students have in order to take part in the workshops?***

No minimum level of language knowledge is required. However, the students selected and their teacher must be able to express themselves in English so as to facilitate communication and discussion during the event.

***How should schools select the students who will come to Brussels?***

Each school is free to set its own selection criteria, which must be clear, fair and non-discriminatory. For gender equality reasons, if possible the students selected should include at least **one girl and one boy**. The EESC premises are fully accessible to people with disabilities.

***How can I contact the organisers of the event? How will I be contacted if my school is selected?***

You can contact the organisers by sending an email to: [youreurope@eesc.europa.eu](mailto:youreurope@eesc.europa.eu). The organisers will contact the school by email. You must therefore ensure that the email address entered on the registration form is valid and you must check your email regularly.

***Is my school allowed to register more than once?***

No, only one application is allowed. **Schools that apply more than once will automatically be excluded.**

**2. Preparations for the event**

***How should students and teachers prepare for the event?***

An EESC member will visit the participating schools between January and February 2018 to explain how the EESC works and the role of the different European institutions in the decision-making process (the EESC member's travel expenses will be paid by the Committee).

Furthermore, a set of documents needed for preparation will be sent by email in due time, including a working document aimed at getting the students ready for the discussions in Brussels.

**3. The event**

***How long will the event last?***

The event will take place on 15-16 March 2018. The students will arrive in Brussels on Thursday 15 March and will have a chance to meet each other that evening. The following day they will have to interact and debate in working groups and in plenary sessions. They will return home on Saturday 17 March 2018.

***Who will pay travel and accommodation costs?***

The EESC will arrange and pay for the accommodation in Brussels for the students and their teacher. It will also pay travel expenses for the international air/train connection from their home country to Brussels (including connecting flights/long distance connecting trains if needed), as well as the transport from/to Brussels station or airport and the hotel.

***Will the EESC also organise and pay for travel to/from the departure station or airport in our home country?***

No, the EESC will not organise, pay or reimburse travel expenses from/to the departure airport/station in the home country. The EESC will pay only the international connection to/from Brussels (incl. connecting trains and connecting flights if needed).

***Will the EESC pay for a new ticket and additional hotel costs if I miss my train/flight?***

If you miss your train or flight for any reason other than *force majeure*, the EESC will not grant any refund and/or compensation and will not cover the costs of purchasing new tickets, rerouting existing tickets or additional accommodation or subsistence. Please make sure you arrive at the station/airport well in advance of your scheduled departure time.

***Can schools choose a specific hotel in Brussels?***

No, the EESC will contact the selected schools and propose a travel and accommodation arrangement.

***What is the role of the accompanying teacher?***

The accompanying teacher is the person who will liaise between the EESC and participants. He or she will ensure that all participants receive the necessary information and documentation, and will be responsible for all the preparatory work. Should the teacher fall ill or be unable for any other reason to attend the session, he or she must be replaced by a colleague.

***What is the role of the accompanying teacher during the time in Brussels?***

The accompanying teachers will play a key role, bearing full responsibility for the students while they are travelling to/from and staying in Brussels. They will be present throughout the event and will take part in all the activities. It is important that they are able to express themselves in English.

***Can a school have more than one accompanying teacher?***

The project provides for the three students to be accompanied by one teacher., The EESC will therefore pay travel and accommodation only for three students and one teacher per participant country.

***What is the dress code?***

There is no special dress code.