

**[Title]**

[DD/MM/YYYY – DD/MM/YYYY]

## SENDING ORGANISATION

Replace with text

## COUNTRY AND CITY

Replace with text

## HOST ORGANISATION

Replace with text

## COUNTRY AND CITY

Replace with text

## PARTICIPANTS' PROFILE

Briefly describe the profile of the participants in the group activity: the education programmes they are attending at their home institution; their age groups; main learning needs; language competences, etc.

## FIELD

Choose an item.

## MODE

Choose an item.

## Accompanying persons and contacts

## ACCOMPANYING PERSONS

## ACCOMPANYING PERSON 1

Replace with text

## JOB TITLE

Replace with text

## EMAIL AND PHONE NUMBER

Replace with text

## ACCOMPANYING PERSON 2

Remove if not relevant; copy if there are more accompanying persons

## JOB TITLE

Replace with text

## EMAIL AND PHONE NUMBER

Replace with text

## ACCOMPANYING PERSON 3

Remove if not relevant; copy if there are more accompanying persons

## JOB TITLE

Replace with text

## EMAIL AND PHONE NUMBER

Replace with text

## OTHER CONTACT PERSONS AT THE SENDING ORGANISATION

## CONTACT 1

Replace with text

## JOB TITLE

Replace with text

## EMAIL AND PHONE NUMBER

Replace with text

## CONTACT 2

Replace with text

## JOB TITLE

Replace with text

## EMAIL AND PHONE NUMBER

Replace with text

## CONTACT PERSONS AT THE HOST ORGANISATION

## CONTACT 1

Replace with text

## JOB TITLE

Replace with text

## EMAIL AND PHONE NUMBER

Replace with text

## CONTACT 2

Replace with text

## JOB TITLE

Replace with text

## EMAIL AND PHONE NUMBER

Replace with text

## Timetable

TIMING	SESSION / ACTIVITY
[e.g. Day 1 – 9:00]	[e.g. 'Introduction']

## Description of activities and learning outcomes

### ACTIVITY 1: [Title]

[Describe the learning methods and approaches that will be applied and the tasks that participants will complete.]

[Describe the planned learning outcomes: what will the participants learn during this activity in terms of new or improved knowledge, skills and competences.]

### ACTIVITY 2: [Title]

[Describe the learning methods and approaches that will be applied and the tasks that participants will complete.]

[Describe the planned learning outcomes: what will the participants learn during this activity in terms of new or improved knowledge, skills and competences.]

### ACTIVITY 3: [Title]

[Describe the learning methods and approaches that will be applied and the tasks that participants will complete.]

[Describe the planned learning outcomes: what will the participants learn during this activity in terms of new or improved knowledge, skills and competences.]

## Participant list

#	FIRST AND LAST NAME(S)	ORGANISATION
1	[include participants from the host and sending organisation; add lines as needed]	
2		
3		
4		
5		
6		
7		
8		
9		
10		

The signatories confirm that the information in this document is correct and complete.

FOR THE SENDING ORGANISATION

DATE

SIGNATURE

Full name and position of the responsible person

\_\_\_\_|\_\_\_\_|\_\_\_\_|

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FOR THE HOST ORGANISATION

DATE

SIGNATURE

Full name and position of the responsible person

\_\_\_\_|\_\_\_\_|\_\_\_\_|

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