**TRAECE - Training, Networking and Mobility
in Early Childhood Education and Care
Project: 2018-1-DE02-KA202-005019**

**Learning/Teaching/Training/Activity - LTTA Virtual Alternative –
17th May till 20th May 2021**

**Accompanying booklet**

Dear partners, dear guests of the latest TRAECE event.

With regard to the current Corona situation we will do the LTTA virtual – 4 days!

We experienced that dealing with technical instructions and surfaces of various platforms is not that easy. Therefore we present this booklet. It is supposed to support you during these days. You will find all account information and information about content and tasks. We advice to use the booklet according the agenda and actions of the day – step by step. You may print the booklet (or open it on a second device) and use it during the event. It is also recommended to open it on your desktop and copy and paste relevant questions or items we are using. We wish you an informative and interesting Learning/Teaching/Training Activity and many positive contacts and experiences.

<mark>Preparation of the event</mark>
**Zoom Videoconference Tool (all days)**
We use Zoom. In the following you will find links to participate.
The first link is for days 1 and 2. The second link is for day 3 and 4.
Please enter in the beginning your Name or abbreviation and best your institution to identify you in the meeting.
Stay for the respective day inside the meeting without logging out. Once the connection is stabile it will remain.
You may choose backgrounds in the tool.
I recommend the browser Chrome for best results.

For technical check I will be in the Zoom meeting on the first day at 8:30. The following days 8:45. Please use the offer. We don`t waste time during the real meeting.

**Links for meeting**
Copy the link and paste it in (best) Chrome browser

**1/2nd Day**
Thorsten Noelle is inviting you to a scheduled Zoom meeting.
Topic: TRAECE LTTA 1, Day 1 and 2, 17th May till 18th May 2021
Time: May 17, 2021 09:00 Universal Time UTC

Join Zoom Meeting
https://us02web.zoom.us/j/89551124062?pwd=bW8zbWpIbFphS0NlRkdRb21IV3dYZz09
Meeting ID: 895 5112 4062
Passcode: 678580

**3/4th Day**
Thorsten Noelle is inviting you to a scheduled Zoom meeting.
Topic: TRAECE LTTA 2, Day 3 and 4, 19th May till 20th May 2021
Time: May 19, 2021 09:00 Universal Time UTC
Join Zoom Meeting
https://us02web.zoom.us/j/82871593480?pwd=N2dEWENsTU5MU1B0TGliRkVGTUFJdz09
Meeting ID: 828 7159 3480
Passcode: 638476

**Database (Tuesday morning)**
Important information for participants concerning the training with database
Preparation for the training:
- everybody has to have an account in TSMT database: https://demo.theme-eu.net/login/auth (free access; demo-version, register several days before event)
- (optional) has to have a look at the tutorials (6 tutorials, 11 min)
- has to have 3 email addresses (organizer of mobility, company abroad and student; tip: generate some free email addresses with clear names: e.g. student_xyz_school@gmail.com, company_xyz_school@gmail.com, teacher_xyz_school@gmail.com )
We need this preparation for training. In this case you can try it with yourself.

**Virtual Tool WonderMe (Wednesday morning)**
Important information for participants concerning using the tool WonderMe
We will use the virtual meeting room tool WonderMe (https://www.wonder.me/).
The idea is to communicate in an open virtual room on certain topics to each other.
The tool is browser based. No download is necessary. It is recommended to use the ChromeBrowser for full access.
You will get a link and an instruction how to use it.

Preparation:
If you enter the room, you are asked for a name. For getting in contact it is vital, that you use minimum your first name and please add institution occupation and city, country (e.g. Thorsten - Project Coordinator - EU-GES, Cologne, DE). That ensures that you can be identified by other participants. To be prepared it is quite smart to save the text you want to integrate by copy and paste on your desktop in advance!

Furthermore you are asked for "Upload avatar" or "Make a selfie". (I recommend the first option. Probably it is not your problem. However it costed me hours to get a

selfie that is more or less ok ;-)). If you choose option 1, you have to save your wished foto for uploading it on your desktop in advance!

If you will have contact to another person in the room, you go next to her/him. Automatically you move in the videoconference modus with this person. Like in other videoconference tools you can share screens, etc. Be aware: There is no option for changing the background. Please be prepared for that.

The tool is concerning data security a save tool. Hosted in DE. I will do some screenshots and copy the chat. That is necessary for the following program and project. If you don`t want this, please contact me and don`t use the link. When you leave the room all your information is gone and not visible for others anymore.

**Link to WonderMe:**
https://www.wonder.me/r?id=bfdb04a3-65ab-4486-8ce7-ecf41aab5ece

**Moderators of the groups**
We determined moderators for the breakout Rooms over the whole event.
- Their task is to moderate and collect results we will work on by modifying the shape of the LTTA. Therefore it is vital to collect the information.

Of course it is wished that everybody is participating in the exchange and it might be smart to support the moderators. As a result I need a written report.
The best option for these exchanges are collaborative tools. We recommend some tools in the following. Of course you are free to use alternatives.
Precondition is that they are free of charge and usable for everybody and that it is possible to generate at least pdfs.
List to be extended
- https://cryptpad.fr (like PADLET, anonymous level, General Data Protection Regulation GDPR conform)
- https://yopad.eu/ (Etherpad, anonymous level, collaborative writing, General Data Protection Regulation GDPR conform)

**Data security and protection**
**Notes on event recording**
Photographs and moving images may be taken at the event as proof for the National Agency that the event took place and that participants have been there constantly. Furthermore they are used for later use in our print products, on our website, or on our social media channels for the purpose of event documentation.
It is possible that you may be pictured on them.*

If you don´t agree with this, please inform me (thorsten.noelle@brk.nrw.de) directly or at any time. We will disguise your picture.

**Your contact details**
In order to facilitate contact and exchange between participants and EU-GES as project coordinator we will save your contact data (name, email, institution). We need this information as participant list for the National Agency. Furthermore we need the information to set up contact.

If you don´t agree with this, please inform me (thorsten.noelle@brk.nrw.de) directly or at any time. We will anonymize your contact data.

**Detailed information about the project:**
- Website:
    https://www.traece-eu.net/
- Flyer EN:
    https://www.traece-eu.net/gallery/01_flyer_traece_2019-11-26-a_digital.pdf
- Poster DE:
    https://www.traece-eu.net/gallery/traece_poster_2019_11_6.pdf

**Supporting questions**
Input needed from guests and tasks are marked in yellow

| Monday, 17th May 2021 | | |
|---|---|---|
| | **Time** | **Topic** |
| | 9 – 9:15 | Welcome Project coordinator and host *Thorsten Noelle and Enrico Bressan* Presentation of program and content |
| | 9:15- 10:45 (6 x 10 and 6 x 5 minutes) | Presentation of partners Presentation of guests Very brief presentation with name, institution and interest to participate (no PowerPoint needed) |
| Break | 10:45-11:00 | |
| | 11:00 – 11:50 | Breakout Rooms (mixed groups, moderated): Content: 1. Questions concerning partners, deepen the mutual understanding (target groups, aims of institution, location, interest in exchange and networking, etc) |

| | | 2. Needs, interests and expectations of participants concerning the Learning Activity (time to deepen the exchange) |
|---|---|---|
| | 11:50 - 12:00 | Feedback from the moderators |
| Break | 12:00 – 13:00 | |
| | 13:00 – 13:30 | Presentation of project results 1. Background project 2. ECEC Matrix 3. Database 4. Website – How to use and 5. Mutual recognition 6. This event as pattern for local events |
| | 13:30 – 14:15 | - Matrix (1) 45 min |
| Break | 14:15 – 14:30 | |
| | 14:30 – 15:00 | - Matrix (2) 30 min |
| | 15:00 – 16:00 | 4. Website – How to use 5. Mutual recognition 6. This event as pattern for local events |
| **Tuesday, 18th May 2021** | | |
| | 9:00 – 9:15 | Welcome Report of the last day Presentation of program of the day |
| | 9:15 – 10:15 | Presentation of the database THEME Smart Mobilty Tool *Franco Andra, Gruppo4* |
| | 10:15 – 10:45 | Questions concerning the database THEME Smart Mobilty Tool |
| Break | 10:45 – 11:00 | |
| | 11:00 – 12:00 | Individual Training based on tasks (see above) |
| | 12:00 – 12:45 | Breakout Rooms Discussions in the 4 groups (problems, individual solutions from topic before, options, first feedback to the database) |

| | 12:45 – 13:15 | Report of moderators of Breakout Rooms |
|---|---|---|
| Break | 13:00 – 14:00 | |
| | 14:00 – 16:00<br><br>With break 15 minutes | Montessori<br><br>Presentation of approach and institution<br><br>*Stefania Fabbro*<br><br>Montessoriano Fondazione Pirani Cremona di Bassano del Grappa<br><br><br>Mutual exchange based on questions and input |
| **Wednesday, 19th May 2021** | | |
| | 9:00 – 9:15 | Welcome<br><br>Report of the last day Presentation of program of the day |
| | 9:15 – 10:15 | Breakout Rooms<br><br>Database<br><br>Discussions about challenges, impact and chances of the database, needs in this context |
| | 10:15 – 10:45 | Presentation of results of groups Database |
| Break | 10:45 – 11:00 | |
| | 11:00 | Intro in Zoom |
| | 11:00 – 12:30 | Virtual Meeting Space – WonderMe<br><br>Discussions about challenges, impact and chances of the tools, needs in this context<br><br>Tools: Matrix, Website, mutual recognition, How to use Tool |
| | 12:30 – 13:00 | Feedback on Wonder Me tool<br><br>Feedback on results of exchange<br><br>Zoom Meeting<br>Results in Zoom chat if not done |
| Break | 13:00 – 14:00 | |
| | 14:00 – 14:30 | Breakout Rooms in country groups<br><br>Discussion about project results: |

| | | |
|---|---|---|
| | | <mark>- expectations</mark><br><mark>- experiences</mark><br><mark>- amendments</mark><br><mark>- concrete implementation in practice</mark><br><mark>- wishes and needs</mark> |
| | 14:30 – 15:00 | Input Enrico and Thorsten Noelle ERASMUS+ Financing possibilities |
| | 15:00 – 16:00 | Outdoor Education<br>*Elisabetta Pepe*<br>Scuola Laghetto Istituto comprensivo 8 di Vicenza |
| **Thursday, 20th May 2021** | | |
| | 9:00 – 9:15 | Welcome<br>Report of the last day Presentation of program of the day<br>Welcome of representative of University of Padua |
| | 9:15 – 10:45 | Gifted Children<br>*Martina Brazzolotto*<br>Specialist in teaching for the gifted children Ph.D.<br>*Arianna Teardo* – Gifted And Talented Education (GATE)-Italy |
| Break | 10:45 – 11:00 | |
| | 11:00 – 11:30 | Inclusion in Early Childhood Education<br>*Antonella Caretta*<br>City of Vicenza |
| | 11:30 – 12:00 | Discussion gifted children and inclusion<br>Moderator Enrico Bressan CPV |
| Break | 12:00 – 13:00 | |
| | 13:00 – 13:30 | Evaluation of LTTA<br>- Reflection on needs, interests and expectations of participants concerning the Learning Activity from beginning (Project Coordinator) |

| | | Next steps of project |
|---|---|---|
| | | - Analysis of LTTA, tools and instruments |
| | | - Dissemination of project results |
| | | - Steps for further cooperation |
| | | - Assessment of internships |
| | 13:30 – 13:50 | Self Reflection by every participant<br><br>Focus: The 4 days in general (LTTA)<br>- Please use 20 minutes time.<br>- Please write in the chat or via Email to project coordinator<br><br>Evaluation of LTTA<br>- Deepen the reflection (tips for changes and amendments concerning the construction of future LTTAs), new needs and wishes<br>- Wishes for support in using the tools<br>- Wishes for further cooperation |
| | 13:50 – 14:20 | Planning of exchanges 1<br>Proposals for exchanges by partners<br>Updated Mobility List + comments |
| Break | 14:20 – 14:35 | |
| | 14:35 – 15:15 | Planning of exchanges 2<br>Bilateral planning WonderMe |
| | 15:15 – 15:45 | Presentation of results of bilateral planning<br>in plenum |
| | 15:45 – 16:00 | Agreements on next steps<br><br>Saying good bye |
| End of LTTA | | |