



# Course Guide

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Version 09.07.2015

**"Video production to support language learning" @Kulturring Berlin, Germany**  
18<sup>th</sup> October 2015 - 25<sup>th</sup> October 2015 (including travel)  
Course number: erasmus\_2015\_103

**Congratulations!** You receive this document because you have applied to come to one of our courses and you have got the acceptance from your National Agency. This is very good news. This document will help you to get started to organise the next steps with the course, about the travel, about your accommodation and more details about the course itself and obviously Berlin. Please contact us if you have further questions or if you don't understand some of what is included here.

And please note again that we have changed the course dates by one day. The course will start on Monday, 19<sup>th</sup> October 2015 in the morning and will end on Saturday, 24<sup>th</sup> 2015 in the late afternoon.

We are all looking forward to having you here in Berlin!

Armin Hottmann

[armin.hottmann@mediaeducation.net](mailto:armin.hottmann@mediaeducation.net)



## **What is most important to know about the course?**

The video course is not just a technical course - it will give you ideas of how video technology can be used as an educational tool in the classroom. At the same time we will help you get familiar with the technology needed to include video production in your classroom.

The course is very much based on team work. So you need to be prepared to work together with people who come from a different background and culture – if you are open for this you will have a very exciting time here in Berlin!

## **Booking the flight to Berlin**

Try to book the flight as soon as possible. The course is now officially confirmed, this is why you are getting this guide. There are two airports in Berlin which are all within the Berlin public transport network, both are a good option for travelling to Berlin.

The airports are:

- Berlin Tegel (TXL): The main airport of Berlin which is also closer to the city centre
- Berlin Schoenefeld (Schönefeld) (SXF): The second biggest airport of Berlin

Taxis are metered and would be in the range of 25 to 35 Euro with Schönefeld costing more.

## **The duration of the course**

The course will start on Monday, 19<sup>th</sup> October 2015 in the morning and will end officially on Saturday late afternoon, 24<sup>th</sup> October 2015.

You can obviously stay longer in Berlin but you need to manage this all yourself in terms of finances and the contract with your agency. Lots of participants have done this in the past, so I assume this is generally no problem if your flights are earlier / later than the actual course duration. You cannot increase your lump sum for accommodation and subsistence though.

## **Getting around in Berlin**

The public transport system is very good and relatively cheap. You can get a seven day pass for 29,50 Euro which will cover the whole of Berlin (including Tegel airport but not Schönefeld, you will need an extension ticket for the transfer). You can get everywhere with the public transport and trains and busses are fairly on time. The whole system might look a bit confusing in the beginning but you will develop into a Berlin local transport expert by the end of the week. I have included a link at the end of this guide to the Berlin local transport map.

## **The course centres**

The Kulturring has different centres across Berlin and we will quite likely meet in the "Baumschulenweg" and "Friedrichshain" offices. The locations of the offices are:

- Fotogalerie Friedrichshain, Kulturring in Berlin e.V., Helsingforser Platz 1, 10243 Berlin, Germany
- Kulturring in Berlin e.V., Ernststr. 14-16, 12437 Berlin, Germany

## About the accommodation

We have already reserved rooms for you in Berlin Friedrichshain in the Juncker's Hotel (see details below). Friedrichshain is very central and a popular spot especially for young people. The hotel is a 8 min walk away from the S-Bahn train station "Warschauer Strasse".

Juncker's Hotel garni  
Grünberger Str. 21  
D-10243 Berlin

Tel.: 030/ 29 33 55 0

Fax: 030/ 29 33 55 55

[junckers-hotel@t-online.de](mailto:junckers-hotel@t-online.de)

<http://www.junckershotel.de>



Please mail us your travel times as quickly as possible. And also if you need a single or double room. We will book everything for you. **The nights from Sunday to Saturday are automatically included in the package.** Please let us know if you plan to stay longer and want to stay in the same hotel.

You will need to pay the subsistence fee of 560,00 Euro to us to cover the hotel and meals and you will get a separate receipt for that (more information about the payment below). All meals and drinks are included when we meet as a group.

## The course fee and subsistence fee

You need to either pay the course and subsistence fee on the first course day in cash (Euro only) or transfer the money beforehand to the Kulturring account. We prefer that you transfer the amount beforehand. It is a safer way of handling the money and will make the internal accounts easier. There is normally no fee for Euro transfers. If you are outside the Euro zone and if your bank fees are too high then it is okay to pay the course fee in cash. You will get an official receipt for the course fee either way. The course fee is 420,00 Euro and the accommodation and subsistence fee is 560,00 Euro so you will need to transfer the full amount of 980,00 Euro.

## The bank details of the Kulturring are

Account owner:	Kulturring in Berlin e.V., Giselastr. 12, 10317 Berlin
Name of bank:	Berliner Bank Niederlassung der Deutsche Bank Privat- und Geschäftskunden AG
Address of bank:	Hardenbergstrasse 32, 10623 Berlin
BIC/ SWIFT:	DEUT DE DB 110
IBAN:	DE68 100 708 480 525621900
Reference:	Media Course 10/2015, Armin Hottmann

## About the receipts and certificates

There are three main certificates which you will get from us:

- The receipts that you have paid the course fee, the receipt for the subsistence fee (you will get this on the first day)
- The course certificate that you have attended the whole course (at the end of the week and only when you have paid the full course and subsistence fee)

## The course certificate

At the end of the week you will get the course certificate. The course certificate will summarise what we have done together during the week. I can put a summary of the hours spent on the certificate if this is important for you.

The certificate will be in English and you only get it if you have paid the course fee and have attended all sessions. This is an internal rule which I can't bend.

## The programme of the week

The final programme will be issued rather late because we want to generally include your background and interests as much as possible. We will meet every day for at least eight hours but the times will be different to accommodate certain events, space needed for recording and editing.

Expect a full week from Monday to Saturday and don't arrange too many other things. If you have lots of wishes of what you want to see in Berlin then you should bring a couple of extra days with you so that you are not going home with big regrets. Saying that – some of the filming will take place in the city, so you will explore the city quite a bit through this as well.

## Tasks done before we meet

Please familiarise yourself with our ideas and work. There are two key booklets which you will need to go through before we meet:

- The DIVIS booklet (video for the language classroom): <http://divisproject.eu/categoryblog/143-mini-guide-download-page>
- The viducate book (overall ideas of how video can be included in education) - you don't need to read the whole book but go through the key ideas: <http://mediaeducation.net/images/pdf/viducateBook.pdf>

## Bringing technology

We have video technology at our course centre but it can help you if you bring your own equipment such as a digital video camera / digital photo camera with video function (your own or one from school) and a notebook for video editing. You will be able to use your equipment during the course and get to know your equipment better. We can also help you with questions you have with your equipment. You can then get started straight away with your first video projects once you are back home again. You can also use the course to clarify technical issues you face with what you have.

## **Bringing a short video example**

If you have done video work in the classroom then it would be very nice if you could bring a five minute video along. This will help the team to get to know you but also will offer more ideas of what can be done in the classroom.

## **And finally – a few Berlin links**

The official Berlin website: [www.berlin.de](http://www.berlin.de) (in different languages)

The website of the Berlin local transport company: [www.bvg.de](http://www.bvg.de) (also in English)

The local transport map of Berlin in pdf format to download: <https://www.s-bahn-berlin.de/pdf/VBB-Liniennetz.pdf>