



University Educators for Sustainable Development (UE4SD) Project Partner Annual Meeting

Monday, November 23, 2015 Madrid, Spain

**Cultural Center "La Corrala"-Autonomous University of Madrid (UAM), C/Carlos Arniches, 3 y 5,
Madrid E-28005**

We are delighted to invite all partners involved in the Erasmus funded project *University Educators for Sustainable Development (UE4SD)* to attend the second Annual Meeting in Spain on 23 November 2015.

This document provides information on the project Annual Meeting, including details of the programme, venue, accommodation, financial issues and hosts.

Further information related to the COPERNICUS Alliance (CA) Conference to be held right after the project meeting on 24 November is provided in the [CA website](#).

Please note that the EU project can fund 1 member from each partner institution to attend both the Annual Meeting and CA Conference (2 nights). Partners have been allocated a budget for this meeting and are responsible for booking and pre-paying their travel and subsistence.

Purpose of the Second Annual Meeting

This will be the second time all 53 project partners will be assembled in one location. During this year, the focus of UE4SD has been to develop resources on ESD and professional development in higher education. In the morning, we will discuss and launch a publication and online platform of resources that includes best practice, information and materials from across the UE4SD consortium. In the afternoon, we will present future plans and discuss in small groups key strategies to enhance the quality of the project and improve our dissemination and exploitation plans.

Small group discussions and breakout sessions as well as interactive activities have been planned in order to provide opportunities for partners to meet and interact with each other. We hope that you will find these spaces useful and fun!

Annual Meeting Programme

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9:00 Registration.

9:30 Welcome.—*Prof. José M^a Sanz, Rector and Prof. Amaya Mendikoetxea, Deputy Vice-Rector for International Relations, Autonomous University of Madrid (Spain)*

9.45 Interactive activity and UE4SD progress and achievements.—*Prof. Daniella Tilbury, Vice-Chancellor University of Gibraltar and UE4SD Project Director (United Kingdom)*

10.45 Coffee break.

11:00 Launch of UE4SD leading practice publication and online platform of resources.—*Dr Jana Dlouhá, Charles University (Czech Republic) and Dr. Alex Ryan, University of Gloucestershire (United Kingdom)*

11.30 Breakout sessions: Knowledge and leading practice exchange on ESD professional development in higher education.— *Facilitated by UE4SD partners*

Partners who have contributed to writing case studies in the publication and online platform will briefly present their experiences in breakout sessions.

13.00 Lunch.

14.30 UE4SD Academy for ESD in Higher Education.—*Dr. Javier Benayas, Autonomous University of Madrid (Spain)*

15.30 UE4SD next steps:

- Breakout session I: Enhancing UE4SD internal and external communications.—*Jiří Dlouhý, Charles University(Czech Republic)*
- Breakout session II: Reviewing quality of UE4SD strategies, processes and outputs.—*David Alba, Autonomous University of Madrid (Spain) and Dr. Jesus Granados, University of Glasgow (United Kingdom)*
- Breakout session III: UE4SD project exploitation.— *Marlene Mader, Leuphana University of Lüneburg (Germany) and University of Graz (Austria)*

16.30 Coffee break.

17.00 *UE4SD project management and financial reporting.— Gideon Capie, University of Gloucestershire(United Kingdom)*

17:15 Wrap up and final discussion.—*Dr Ingrid Mulà, University of Gloucestershire (United Kingdom)*

18.00 Closure

Annual Meeting Venue



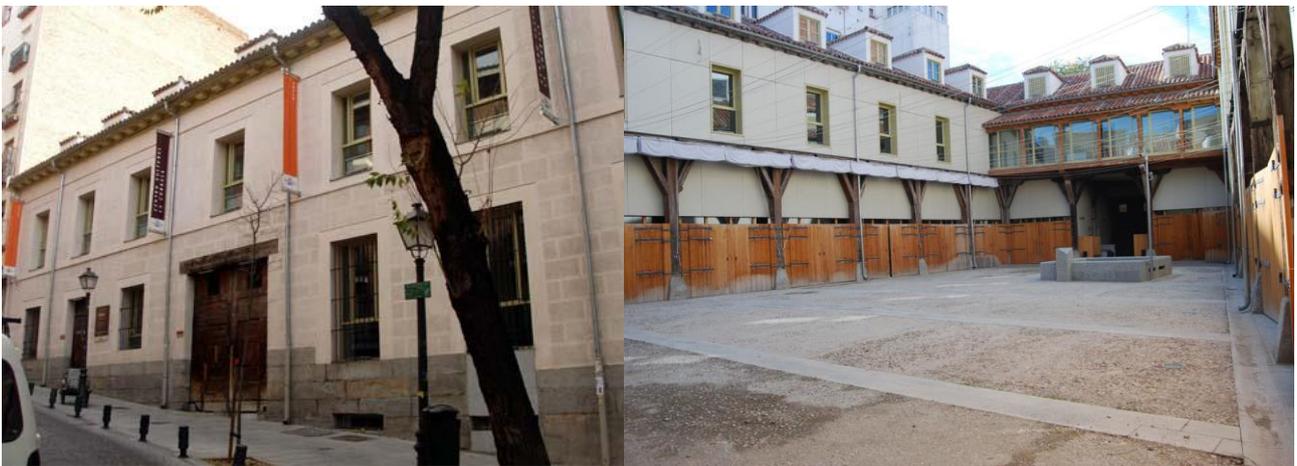
The Annual Meeting will take place at the only UAM building located in the city's historic core of Madrid, [The Corrala](#), in *Carlos Arniches* street, within the famous *Rastro* of Madrid. The *Corrala* is a traditional and popular building of the nineteenth-century. The *Corralas* received and gave shelter to many families who moved from the villages to the capital of Spain, searching for a better life. Most of these *corralas* were built near city factories.

The Corrala was built around 1860. It has a ground floor which originally served as a trading area and where horse carts stopped. Private homes and Inns were located on the first floor and the attic area. The building was restored by the city hall and ceded to the UAM, which moved to this location its [Museum of Arts and Popular Traditions](#).

Coffee and lunch will be provided by a sustainable catering cooperative "Subiendo al Sur". More info (only Spanish): <http://subiendoalsur.org/>

Address:

Cultural Center "La Corrala"-UAM,
C/Carlos Arniches, 3 y 5, Madrid E-28005



Map:

<https://www.google.es/maps/place/Centro+Cultural+La+Corrala/@40.408831,-3.708325,17z/data=!3m1!4m2!3m1!1s0xd4227d6a219bc19:0x430e551773933116>

Accommodation in Madrid

Hotel rooms have been pre-reserved for the Annual Meeting and CA Conference in a number of hotels in Madrid ranging in price and location. For more information, please click on each of the hotels' link.

Hotel	Price per night	Number of rooms pre-reserved	Distance to the UE4SD annual meeting venue	Distance to the COPERNICUS conference venue
Hotel Tryp Madrid Atocha****	65,97€	10	15 min walk	6 min walk
Hotel Tryp Madrid Gran Via***	65,97€	10	20 min walk or 15 min metro	20 min walk or 15 min metro
Hotel Holiday Inn Pirámides***	79,20€ (incl. breakfast)	15	10 min walk	25 min walk or 20 min bus
Hotel Agumar****	65,97€	50	35 min walk or 25 min metro +walk	15 min walk
Hotel Ganivet***	65,97€ (incl. breakfast)	20	5 min walk	20 min walk
Hotel Puerta de Toledo***	73,00€ (incl. breakfast)	20	10 min walk	25 min walk

Hotel bookings will be managed through an external company: *Viajes El Corte Inglés*. Please, complete the [booking form](#) and send it by Fax (+34 91 559 47 89) or e-mail (gruposectorpublico@viajeseci.es) before **15thSeptember 2015**.

Apart from these selected hotels, there are numerous other hotels in Madrid for you to choose from: see the following [Oficial Tourism Webpage](#).

Partners are responsible for booking and pre-paying their accommodation.

Registration

To register to this event, please complete the following online form before **15thSeptember 2015**:

<http://goo.gl/forms/f4t4UQsrqP>

Please make sure that you register through this link and not the one provided in the CA Conference website which is for external stakeholders.

No fees will be charged for the UE4SD Annual Meeting or CA Conference. However, in order to cover catering costs (coffee and lunch for both events), we will ask all partners to pay 80 EUR in cash at the registration desk of the Annual Meeting (23 November). Please see below more information related to project costs.

Travel and Subsistence Costs

The EU project can fund 1 member from each partner institution to attend both the Annual Meeting and CA Conference (2 nights) in Spain. Partners have been allocated a budget for this meeting and are responsible for booking and pre-paying their travel and subsistence. The expenses from this trip as well as other project activities will be reimbursed to all partners after the next reporting period. Please bear in mind that the

project will only fund 75% of the total costs. Partners need to source the remaining 25%. Please find below some financial guidelines related to the cost of these meetings:

- Subsistence Costs (including accommodation and local travel)

Subsistence covers accommodation, meals and all local travel costs while at the place of destination abroad. Reimbursement is based on the existing internal rules of your organisation, which may be on an actual cost (reimbursement of receipts) or daily allowance basis. In both cases, the maximum rate allowable for subsistence in Spain as set by the Commission is **227 EUR/day**. Proof of attendance and overnight accommodation will be also required in both cases. If your organisation uses set rates please let us know what these are for Spain.

IMPORTANT NOTE: Lunch and coffee breaks will be provided on Monday 23rd and Tuesday 24th November by two different catering companies in the respective venues. Partners will be asked to pay 80 EUR in cash at the registration desk on the first day in order to cover the costs of the catering for BOTH days. An individual receipt will be provided once the payment has been made.

If you are claiming on actual costs, we will require copies of all receipts for accommodation, food and local travel. Items of spend that have no receipts will not be eligible when claiming. You should keep the original receipts.

- Travel Costs

Travel costs should be claimed on the basis of actual real costs. A maximum budget of €350 per person, per trip abroad, has been allocated for this travel. The cost for a journey should include all costs for travel from the point of origin to the point of destination (and back again) and may include visa fees, travel insurance and cancellation costs. You are required to use the cheapest means of travel offering best value for money.

To reimburse your travel expenses, we will require copies of all tickets and receipts, including original boarding passes. Items of spend that have no receipts will not be eligible when claiming.

Getting to Madrid

The following link provides information on how to get to Madrid: <http://www.esmadrid.com/en/getting-to-madrid/>

UE4SD partners are encouraged to use sustainable transport to get to Madrid. However, due to the limited budget available and Commission rules, this can be difficult for most participants. As an alternative, you might want to consider compensating your CO₂ emissions. One of our partners in Austria has developed a really interesting compensation project which funds social and sustainability projects. See: [BOKU CO₂ compensation project](#).

Getting around Madrid

To get around Madrid, please visit in this link which includes information about transport and facilities:
<http://www.esmadrid.com/en/getting-around-madrid/>

There are different ways to **get to Madrid from the airport** using public transport. You can use a bus [shuttle](#) (5€, all airport terminals), [metro](#) (about 5€) or [train](#) (about 3€, preferably from Terminal 4). You can also take a [taxi](#), with a fixed rate from the airport to the city centre of 30€.

Although the [Autonomous University of Madrid](#) is 15kms out the city centre, we have selected meeting venues and hotels located in the centre of Madrid, so that you can walk and use public transport. The section on accommodation includes links on how to get to the Annual Meeting venue from each hotel.