

ASEM LLL Hub & 13th ASEF ClassNet Conference

Theory Meets Practice: Teacher Training in the Digital Era
8-10/11 September 2017, Zug, Switzerland



Frequently Asked Questions

Co-organised by




IBB
Institute for the Management
and Economics of Education
University of Teacher
Education Zug

In Partnership with



Supported by



 Schweizerische Eidgenossenschaft
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ESSENTIALS	I'm interested, what now?	If you meet the criteria, below, and are interested in joining us, submit your application here .
	When is the closing date?	We accept applications till Monday, 31 July 2017, 23.59 GMT .
	When will the results be out?	All applicants will receive an email on the status of their application by the mid-August 2017. Please also follow our ASEFEdu Facebook page for the latest updates.
	Who can apply?	<p>If you meet the following criteria, you are eligible to apply:</p> <ul style="list-style-type: none"> ▪ Citizen of any of the 51 Asia-Europe Meeting (ASEM) partner countries ▪ A secondary, vocational or high school teacher or educator ▪ Proficient English skills (oral and written) ▪ Basic knowledge of E-learning and a keen interest in expanding it ▪ Passion for sharing, exchanging information and good practices in education ▪ Desire to cooperate with schools in Asia and Europe in an Online Collaboration
	What are the steps for a smooth application process?	<p>For us to consider your application, please bear in mind the following steps:</p> <ol style="list-style-type: none"> 1. Submit the online application here with completed information. 2. Keep an eye out for the confirmation email upon your successful submission; if you do not receive it, it might have landed in your junk/spam folder.
	I am a non-ASEM country national working in an ASEM country. Am I eligible to apply?	No. Only nationals of the 51 Asia-Europe Meeting (ASEM) partner countries are eligible to apply.
PROGRAMME	<u>PRE-EVENT PHASE</u> Do I need to prepare anything before the conference?	The organisers will share reference materials and online resources on the topic with all participants, where necessary. We warmly encourage you to familiarise yourself and get first insights through a mailing list created for this purpose.
	<u>ON-SITE PHASE</u>	Please refer to the Open Call and Overview and Programme .

PROGRAMME	<p><u>POST-EVENT PHASE</u></p> <p>Are there any commitments after the project?</p>	<p>We always strive to understand the impact of our projects and may get in touch with former participants to conduct an impact assessment.</p>
	<p><u>CONFERENCES IN CONJUNCTION WITH #ASEFCLASSNET13</u></p> <p>How are the Research Conference by the ASEM Education and Research Hub for Lifelong Learning (ASEM LLL Hub) and the World Education Leadership Symposium connected with 13th ASEF ClassNet Conference?</p>	<p>The Research Conference by the ASEM Education and Research Hub for Lifelong Learning (ASEM LLL Hub) will run together with the 13th ASEF ClassNet Conference as one joint event. There will be sessions involving teacher, teacher trainer and researcher participants as well as dedicated workshops for the different groups. For more information, please click here.</p> <p>The World Education Leadership Symposium, organised by the Institute for the Management and Economics of Education (IBB), takes place at the University of Teacher Education Zug (PH Zug) prior to the ASEF and ASEM LLL Hub event. It is the largest international congress in Europe on education leadership, focusing on contemporary challenges and opportunities for schools. For more information and possible registration at the Symposium, please click here.</p>
FEES	<p>Is there a participation fee?</p>	<p>There are no participation & registration fees required for the conference.</p>
LODGING & MEALS	<p>Do the organisers provide accommodation during the event?</p>	<p>Co-organisers will provide accommodation for the participants who are travelling from abroad for the following dates: Arrival, Friday, 8 September 2017 to Departure, Monday, 11 September 2017.</p>
	<p>Do the organisers provide meals?</p>	<p>Meals will be provided to all participants during the conference as indicated in the programme.</p>
	<p>I have special dietary requirements, will this be an issue?</p>	<p>For participants who have special dietary requirements, the organisers will make arrangements as much as possible to adjust the meals accordingly.</p>
TRAVEL, VISA & INSURANCE	<p>What about the travel costs?</p>	<p>The organiser will be able to provide travel subsidy to participants, who need financial assistance to support their travel costs (return flight/train from country of residence to Zug, Switzerland). This travel subsidy will be based on a reasonable capped amount defined by the organisers.</p> <p>The amount will be announced to the selected participants in the confirmation letter. This travel subsidy will be disbursed after the Conference and only upon submission of all the required documents. Should the documents submitted do not comply with the pre-requisite requirements, the organisers reserved the right to revoke the travel subsidy reimbursement.</p>

<p>TRAVEL, VISA & INSURANCE</p>	<p>How about visa fees and insurance?</p>	<p>Visa fee (if applicable) could be covered on top of the capped subsidy.</p> <p>Insurance is considered personal liability and the organisers will not cover the costs in this context. All participants are encouraged to purchase their own travel insurance.</p>
	<p>Can I receive a support letter for the visa?</p>	<p>Yes, the local organiser will issue a visa support letter to those who required visa to enter Switzerland.</p>
	<p>Can I receive a support letter to submit to my school?</p>	<p>A confirmation letter will be sent to all successful applicants outlining the details of the conference. This letter can be used as a supporting document to be submitted to your institution</p>
<p>QUERIES & APPLICATION</p>	<p>To whom can I address further questions?</p>	<p>Do you have more questions? Send us an email at: classnet@ASEF.org</p> <p>If everything is clear, then you are ready to apply!</p>
<p>CONFERENCE VISUALS</p>	<p>What is the significance of the images accompanying this conference?</p>	<p><i>Scrabble is played by placing letter-bearing tiles on a game board to form words in a crossword fashion. The keys on a computer keyboard are fundamental to the way we interact with modern technology.</i></p> <p><i>The literal meanings of the intersecting words presented relate to the conference theme, "Theory Meets Practice: Teacher Training in the Digital Era". By combining all the intersecting letters in the series of images, the viewer can create the word 'TEACHERS'; the role that is central to, and connects, both elements of this joint conference.</i></p>



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