

INVITATION

SIPS STUDY VISIT AND OPEN SPACE CONFERENCE

11.09. – 15.09.2006, Germany

Dear SIPS-Partners,

We are pleased to be able to invite you to our Study Visit Programme and to our Open Space Conference from 11th September to 15th September 2006 in Berlin.

In the framework of the Open Space Conference we will have enough time and space to work in the agreed on subject:

„Creating a European social franchising and replication network “

This invitation includes the preliminary programme as well as information on arrangements for the Study Visit Programme and the Open Space Conference. The Open Space Conference as well as a major part of the Study Visit Programme will take place in Berlin.

Please find enclosed a short description of the Study Visit Guest Project as well as a document that is supposed to give you an insight into the fundamentals of the Open Space technique.

Please fill in the participant form and send it back to us by 6th September 2006 at the latest.

We will send you more detailed information on the SIPS Study Visit as well as the Open Space Conference together with the final programme before your arrival in Berlin.

If you have any questions please do not hesitate to contact Marion Hildebrand, FAF gGmbH, marion.hildebrand@faf-gmbh.de, Phone: +49 30 2511066.

We look forward to welcoming you in Berlin.

Marion Hildebrand
FAF gGmbH

General Information

OPEN SPACE CONFERENCE

Wednesday, 13th September to Friday, 15th September 2006

STEERING GROUP

A meeting of the managing group can be initiated on the first or second day of the Open Space Conference once or several times.

LOCATION FOR THE CONFERENCE

Vulkan Konferenzzentrum, Kleine Alexanderstraße 28, Berlin-center

CONFERENCE LANGUAGE

The conference language will be English. If required we can fall back on interpreters (English/German/Polish) and (English/German/Lithuanian). However generally the Open Space technique should enable us to support each other in understanding in the working groups.

STUDY VISITS

Study visits will take place on Monday, 11th September as well as Tuesday 12th September 2006. All presentations of the Study Visit hosts will either be held in English or translated into English by interpreters. Each small group will be accompanied by a colleague of FAF gGmbH. Apart from one exception all trips will be made with public transport. For Monday, 11th and Tuesday 12th September 2006 please choose one Study Visit Programme that you are interested in.

BOOKINGS

We kindly ask you to book your flights and hotel rooms yourself. In the Hotel Ibis Berlin Potsdamer Platz (address: Anhalter Str. 4, Berlin, Fax number: +49 30 26 10 5222) we reserved a quota of rooms for you by 6th of August 2006 (directions sketch enclosed). When you book your hotel room please indicate „FAF-Seminar“ (by 6th August 2006 at the latest via Fax). For the case you wish to stay in the Stadthaus hotel Hamburg for one night (11th September to 12th September 2006) we there also reserved a quota of hotel rooms by 11th July 2006 for you. In this hotel also please book your rooms by 11th July 2006 at the latest via Fax: +49 40 38 99 20 20.

Costs

The following costs will have to be paid by the participants themselves:

- Costs for a hotel room in the hotel Ibis in Berlin: single room 83 Euro per night; Double room 107 Euro per night. In the Stadthaus hotel Hamburg a single room costs 72 Euro per night if you plan a stay in Hamburg.
- Costs arising from travelling in train to Hamburg and back if you choose the second Study Visit Programme on Monday, 11th
- Costs for alcoholic drinks that will be consumed on the evening of the get-together dinner (13th September) will have to be paid by the participants.
- Costs arising from the participation in the evening programmes on 12th September and 14th September will be (depending on the programme chosen and the consumed drinks and meals) between 5 Euro and approximately 30 Euro.
- Costs for lunches and dinners outside of the Open Space Conference will have to be paid by the participants (except the get together dinner on 13th September).
- The costs for the trip by taxi on 13th September from the location of the conference to the restaurant will be approximately 10 Euro.
- We recommend to buy a City Tour Card for 72 hours for 19,90 Euro or a City Tour Card for 48 hours for 14,90 Euro.

TRANSPORT

We recommend to buy a City Tour Card – a ticket for guests in Berlin - for 72 or 48 hours. It enables you to use all types of public transport in the city centre of Berlin. You can buy the ticket in all retail shops, at the vending machines of public transport (tubes and trains) and as well at the Hotel Ibis.

SIGHTSEEING

We will prepare a voluntary evening programme that you can choose if you wish. This programme will offer you the opportunity to gain an insight into Berlin.

Preliminary time schedule for the Study visits and the Open Space Conference

Arrival between 10th and 13th September

Arrival in Germany; Stay in Hotel Ibis Berlin Potsdamer Platz

Address: Anhalter Str. 4, Berlin, Fax number: +49 30 26 10 5222

11.09 Study visits

14:00 – 18:00 Study visits; two programmes of one's own free choice; transport via public transport / train.

after 18:00 free evening

12.09 Study visits

8:30-19:00 Study visits; two programmes of one's own free choice; transport via public transport.

after 20:00 voluntary evening programme for one's own free choice (we will send you further information together with the final programme).

13.09 Open Space Conference

14:00-18:30 Open Space

19:00 Get together dinner (social firm); transport via Taxi

14.09 Open Space Conference

9:00-18:30 Open Space

after 20:00 voluntary evening programme for one's own free choice (we will send you further information together with the final programme).

15.09 Open Space Conference

9:00-12:30 Open Space

12:30 End of the Conference

Preliminary Program

Monday, 11th September

STUDY VISITS:

14:00 – 18:00 Study visits; two programmes of one's own free choice; transport via public transport / train

after 18:00 free evening

STUDY VISIT PROGRAMMES:

Enclosed please find short presentations about the Study visit hosts projects.

1) INTEGRATIONSFACHDIENST, BERLIN

14:00	Meeting in the Hotel Ibis, Lobby
14:00-15:00	Transport via public transport
15:00-17:00	Integrationsfachdienst (professional integration service); organization for counselling and arrangements for severely disabled people

Please not: not more than 15 participants possible

2) STADTHAUSHOTEL HAMBURG

In the morning/at lunchtime: Trip to Hamburg (Information on the possible ways to travel will be sent to you together with the final programme).

15:00-17:00	Stadthaushotel Hamburg, social firm
after 18:00:	[eventual] trip back to Berlin

Please not: not more than 15 participants possible. If you wish to you can stay in the Stadthaushotel Hamburg (Fax number: +49 40 38 99 20 20) for one night [11th to 12th September].

In this case please book your hotel room by 11th July at the latest.

Preliminary Program

Thursday, 12th September

STUDY VISITS:

08:30-19:00 Study visits; two programmes of one's own free choice; transport via public transport.

STUDY VISITS PROGRAMMES:

3) ENTERABILITY AND FAF GRÜNDUNGSBERATUNG / CAP-MARKT / KUHHORST, BERLIN AND SURROUNDING COUNTRYSIDE

8:30 Meeting in the Hotel Ibis, Lobby

8:30-9:30 Transport via public transport

9:30-11:30 EnterAbility, model project innovative qualification / FAF Gründungsberatung, start-up counselling; a part of the EU project „Go!Unlimited“

Please note: not more than 12 participants possible. Unfortunately at this Study Visit there is no access suitable for people with a disability.

12:00-12:30 Lunch

12:30-13:30 Transport via public transport

13:30-15:00 CAP-Markt, social firm

Please note: not more than 12 participants possible.

15:00-16:00 Transport via bus.

16:00-18:00 Ökohof Kuhhorst, social firms and adapted employment

Please note: not more than 13 participants possible.

18:00-19:00 Trip back to Berlin

4) **ENTERABILITY AND FAF GRÜNDUNGSBERATUNG / AGENZIA SERVICAGENTUR, COFFEE SHOP AND LAUNDRY / KUHHORST, BERLIN AND SURROUNDING COUNTRYSIDE**

8:30	Meeting in the Hotel Ibis, Lobby
8:30-9:30	Transport via public transport
9:30-11:30	EnterAbility, model project innovative qualification / FAF Gründungsberatung, start-up counselling; a part of the EU project „Go!Unlimited“

Please note: not more than 12 participants possible. Unfortunately at this Study Visit there is no access suitable for people with a disability.

12:00-12:30	Lunch
12:30-13:30	Transport via public transport
13:30-15:00	Agenzia Serviceagentur, Coffee Shop and Laundry, one project existing, two projects being planned.

Please note: not more than 15 participants possible. Unfortunately at this Study Visit there is no access suitable for people with a disability.

15:00-16:00	Transport via public transport
16:00-18:00	Kuhhorst, social firms and adapted employment

Please note: not more than 13 participants possible

18:00-19:00	Trip back to Berlin
after 20:00	voluntary evening programme for one's own choice (we will send you further information together with the final programme).

Preliminary Program

Wednesday, 13th September

Vulkan Konferenzzentrum, Kleine Alexanderstraße 28, Berlin-center

OPEN SPACE CONFERENCE

Titel: „Creating a European social franchising and replication network“

Please note: A meeting of the managing group can be initiated on the first or second day of the Open Space Conference once or several times.

In the morning: eventually arrival of participants

14:00	Welcome and opening of the conference
14:10	Explication of the procedure
15:30	Work in small groups
18:15	evening sit-together / talk
18:30	End of today's event
18:45	Transport via taxi
19:00	Get together dinner at Restaurant Gropius (part of Mosaik-Services, the largest social firm organisation in Berlin) / presentation of Mosaik-Services

Preliminary Program

Thursday, 14th September

Vulkan Konferenzzentrum, Kleine Alexanderstraße 28, Berlin-center

OPEN SPACE CONFERENCE

Titel: „Creating a European social franchising and replication network“

Please note: A meeting of the managing group can be initiated on the first or second day of the Open Space Conference once or several times.

9:00	Morning sit-together / talk
9:30-15:30	Work in small groups
17:15	lecture- and supplementation gallery
18:15	evening sit-together
18:30	End of today's event
after 20:00	voluntary evening programme for one's own choice (you will see further information in the final programme)

Preliminary Program

Friday, 15th September

Vulkan Konferenzzentrum, Kleine Alexanderstraße 28, Berlin-center

OPEN SPACE CONFERENCE

Titel: „Creating a European social franchising and replication network“

9:00	Morning sit-together
9:15	prospects and action plan
12:00	Final sit-together
12:30	End of Open Space Conference

