



MUNDUS
BULGARIA



Digital Skills Bootcamp



Erasmus+ Training Course on
Digital Skills for NGOs

JUNE 01 - 07, 2025

SOFIA, BULGARIA



Co-funded by
the European Union



Erasmus+



PROJECT DESCRIPTION

The project 'Digital Skills Bootcamp' is a **Training Course** designed for **20 youth workers** from **different European countries** as part of the **Erasmus+ program**.

It explores digital tools and strategies for youth work, focusing on personal & professional development, proper audience engagement, and NGO digital branding through hands-on materials and workshops.

The working language of the project will be English.

The project will cover the following topics:

- Digital Project Management;
- Benchmark research;
- Digital Storytelling (with and without AI);
- Digital Design Creation (with and without AI);
- Digital campaign creation, A/B testing, and Social Media management;
- Presentation, public speaking and leadership skills;

The 6-day training will focus on **developing digital skills, non-formal education (NFE)**, and **youth-centered design**.

The program of the project includes **workshops, team-building activities, cultural evenings**, and **sessions on development and execution of digital projects**.

PARTICIPANT PROFILE

This training course is open for participants **coming from all EU member states and Turkey**.

Youth workers (18+), working in youth associations and/or the promotion of youth participation and active citizenship.

Any participants with experience in **volunteering** and/or **interest in digital project management** are welcome to represent their countries.

Gender balance will be taken into consideration.





TRAVEL COSTS AND REIMBURSEMENTS

Please note! You will be reimbursed through the partner organization you represent, after the end of the project

*Visa costs will be covered.

*Participants should arrange their own insurance for travel and stay in Bulgaria. Costs are not covered.

The Erasmus+ program will cover your traveling costs up to foreseen limits. To calculate the traveling budget for your country you should use the Erasmus+ Distance Calculator.

ERASMUS+ DISTANCE CALCULATOR

Just type the name of the city you are starting your journey from.

Your destination city is Sofia, Bulgaria.

Travel distance	Travel grant
10-99km	28 EUR
100-499km	211 EUR
500-1999km	309 EUR
2000-2999km	395 EUR

**Amounts are for two-way travel.*

We will refund you based on the actual costs upon the presentation of:

- Invoice of the plane/bus ticket ●
- Boarding Pass with a clear mention of the passenger ●
- All other transportation-related bills ●

Only the exact amount written on the ticket will be accepted.

Please do not book tickets from travel agencies. Payments for luxury transportation options will not be made during the journeys.

You should travel in economy class and take public transport.

Please, keep all physical and electronic receipts from your journey!





IMPORTANT TRAVEL INFORMATION

Dates

- The participants should arrive on June 1st before 18:00 local time (EET/UTC+2).
- The departure will take place on June 7th after breakfast.

Please note that you need to arrive and leave as scheduled. According to Erasmus+ rules, you have the right to stay for 2 extra days in Sofia, but the Erasmus+ program does not provide funds for these days.

Travel to Sofia

Arriving in Sofia, Bulgaria

- **By plane: Sofia Airport**

- From *Terminal 1* - take the FREE shuttle bus that takes you to *Terminal 2*.
- From *Terminal 2* - take the metro - line M4 (yellow) direction Obelya.
- Get off at *IEC - Tsarigradsko Shose* metro station (approx. 20-minute ride).
- From there it is a 10 minute walk to your hotel.

- **By Taxi: only if no other options are available**

If you need to take a taxi, please take only YELLOW taxi (*an official taxi company*). Be sure to ask the driver about the price prior to entering the car (*the price is usually around 20-25 leva = 10-13 EUR*)

Also please make sure to ask the driver for an invoice and keep the receipt. Otherwise we won't be able to reimburse you.

Hotel address: Tsarigradsko Shosse 131, 1784 Sofia, Bulgaria

Currency and paying in Sofia

The currency used in Bulgaria is LEVA (BGN).

- 2 LEVA = 1 EUR (approx.)
- In most places you can pay with card, but make sure to also have some cash with you
 - *You can withdraw money from the ATM at the airport or once you reach the city.*





YOUR STAY IN SOFIA



ATM Center Hotel

Located in the outer center of the city, the hotel is close to the airport, numerous public transport stops, a big shopping center and many amenities nearby.



- ☉ All participants will be staying in **double rooms**
**All double rooms include one double bed with one/two separate mattresses. Unfortunately, no other options are possible.*
- ☉ **Three meals per day** will be provided in the hotel's restaurant as well as **two coffee breaks**.
**We aim to cater for people with any dietary restrictions, however, due to the nature of the Bulgarian cuisine, we cannot guarantee the availability of vegan or gluten-free meal options at all times.*
- ☉ The hotel has **amenities** such as a swimming pool and a gym.



PARTICIPATION IN THE WORKSHOPS

All the participants are expected to participate fully in all activities unless they have health issues.

Unauthorized absence from activities and workshops is not permitted.

- The workshops are carried out and led so that all participants can share their perspectives on the topic. We expect you to be very participative and fully involved in the activities.
- If you don't attend the workshops, you will not be reimbursed for the travel costs.

Intercultural exchange - how to prepare?

- Organization

The program for the cultural night will be prepared by the participants. Bear in mind that we want to make this evening technology-free (no PowerPoint or any other digital presentations). You can present your country & culture through a play, a dance, a game or anything else - be creative!

- Sharing is caring

You can bring some special snacks, sweets, food, and drinks that are typical for your country. Keep in mind that you won't be able to cook, however, there is a small refrigerator in every room. Any packaged and ready-to-consume goods are welcome!

WHAT TO BRING WITH YOU?

- **Laptop**
- Food/drinks for the cultural night
- A flag of your country (*optional, but nice to have*)
- Personal hygienic kit
- Medicine*

**If you are using medicines or have allergies*

If you have any dietary restrictions or chronic illnesses/allergies, **please contact us before applying** so that we can determine whether we can accommodate you.





TRAINING COURSE PROGRAMME

Day #	Activity	Details
1 01.6.2025	Arrival and welcoming	<i>Getting to know each other</i>
2 02.6.2025	Introduction & team building	Introduction to the course & tools
3 03.6.2025	Digital campaign planning	Miro Board & Education Through Sport
4 04.6.2025	Copywriting and Visual Design	ChatGPT & Canva Cultural program
5 05.6.2025	Setting up your campaign	Google Forms & Meta Business Suite
6 06.6.2025	Presentations and final evaluation	Preparations & presenting final results
7 07.6.2025	<i>Closing day</i>	<i>Departure after breakfast</i>





OUR TRAINERS



Main facilitator

Dominika is an experienced trainer and project manager in Mundus Bulgaria with a background in Communication Management. She specializes in Design Thinking methodology, game-based learning and gamification, and focuses on creating impact in her work.

Co-facilitator & support

Viktor is a project coordinator with a background in marketing and sales. He has experience in facilitation and digital skills. He supports the main facilitator and manages the logistics of the course.



Co-facilitator & support

Kristin is a youth project coordinator and takes care of Mundus Bulgaria's marketing and external communication. With background in project management and content creation, she supports the logistics and facilitation of the Digital Skills Bootcamp Training Course.





GETTING AROUND IN SOFIA

Sofia, the capital of Bulgaria, is a vibrant city blending rich cultural heritage, historic landmarks, and beautiful nature. Home to ancient Roman ruins, Orthodox churches, and Ottoman influences, it sits at the foot of Vitosha Mountain, offering stunning scenery, outdoor activities, and a unique mix of tradition and modernity.



How to get from the hotel to the city center?

- **By metro/subway:**

Hotel to IEC - Tsarigradsko Shose metro station - 10 mins walking,
IEC - Tsarigradsko Shose to **Serdika** metro station - 20 mins ride.
(*Serdika located exactly in the center of Sofia*).



- **By bus:**

Hotel to bus stop - walk between 10 & 15 mins
(*depending on which bus stop you will walk to*)

- Bus 74, 204, 304 or 604 to the **National Palace of Culture (NDK)**
(*NDK is the largest cultural center, located in the center of Sofia*)

- Bus 3, 76 or 213 to **Eagles' Bridge (Orlov most)**

(*Eagles' Bridge is a landmark located between two big city gardens and the national stadium*)



You can pay by debit card on all public transport. All tickets cost 1.60 LEVA = 0,80 EUR





CULTURAL PROGRAM: SOFIA CITY WALKING TOUR

Sofia's parks and gardens

Explore Sofia's beautiful parks and gardens, such as the Borisova Gradina and the City Garden.



Get an ice cream from the street vendors and immerse yourself in the summer atmosphere and the Bulgarian urban culture.

Visit of Sofia's City Center

A lot of the historical monuments in the city centre are free to see including Alexander Nevski, the biggest cathedral in the Balkans, and The Rotunda Church of St. George





Join now with TavoEuropa!



EDUCATOR PASS 2025

You are welcome to join our new educational programme for 2025! Dive into non-formal learning exploration for a 75 euro fee that will unlock your potential to join all training courses, professional study visits, events in Lithuania and abroad until the end of the year, and also supports us to find new exciting and exclusive opportunities for community members! Please do not pay any fee until you receive a confirmation letter to join the programme. If you want to join the project, please fill the application form, whether you have already participated or not. Bear in mind that Tavo Europa keeps the right to send the most suitable and motivated participants to all of our projects.

For more projects: Explore the world and learn together with the help of Tavo Europa. Join the group with more opportunities:

<https://www.facebook.com/groups/186132221744993>

REGISTRATIONS

<https://www.tavo.europa.eu/training-courses/digital-skills-bootcamp>



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