

CTRL+SHIFT+INCLUDE

Digital Tools for Inclusive Democratic Participation



Participant infopack

Krzyżowa, Poland | 16–22 October 2026

Five working days to explore practical and digital tools, create accessible materials and bring more young people into democratic participation.

Organised by CET Platform Polska within its Erasmus+ Youth accreditation.



**Co-funded by
the European Union**



01 / THE COURSE

Learn together and apply

CTRL+SHIFT+INCLUDE is a hands-on training course for youth workers. You will practise analogue and digital tools, including AI, and use them to create accessible materials, multilingual welcome kits, value-based campaigns and youth participation formats.

This course follows CTRL+ALT+YOUTH, held in Krzyżowa in January–February 2026. It responds to participants' requests for more practice, useful tools, physical outputs, international teamwork, movement and an excursion.

Who can take part

Each partner organisation sends 3 participants. You should be:

- 18 or over, with no upper age limit;
- an active youth worker, youth leader, educator or volunteer in your sending organisation;
- able to work in English — imperfect English is welcome, and we will use translation tools together;
- motivated to use the tools locally and contribute to your organisation's follow-up action.

We warmly encourage people with fewer opportunities to take part. The venue is fully accessible. Tell us about your access, dietary or other support needs in the application form so we can prepare.

How to apply

Your sending organisation and the organisers select participants together, transparently and with attention to diversity and inclusion. Selected participants receive a full registration form and travel instructions.

Before the course

You will be invited to an online preparatory meeting approximately two weeks before the course. Bring one inclusion or participation challenge from your local reality as your pre-task. Our shared WhatsApp group opens after selection.

Do not book tickets until your participation and travel plan are confirmed by your sending organisation and the organisers.

02 / TRAVEL AND COSTS

Plan your journey

Arrival on Friday 16 October

Arrive in Wrocław no later than 16:00. We will organise a shared shuttle bus from Wrocław directly to Krzyżowa. Dinner at 19:00 is the first meal provided.

Departure on Thursday 22 October

Breakfast is the last meal provided. Book onward connections from Wrocław after 11:00 for buses and trains, or after 12:00 for flights.

Detailed travel instructions and meeting points will be shared in the WhatsApp group.

Airports and venue

Wrocław Airport (WRO) is recommended. Depending on your connections, alternatives include Kraków, Katowice, Prague, Berlin and Warsaw. Your journey must still allow you to meet the Wrocław shuttle arrangements above.

International Youth Meeting Centre in Krzyżowa
Fundacja Krzyżowa dla Porozumienia Europejskiego
Krzyżowa 71, 58-112 Grodziszczce, Poland

What the project covers

Accommodation and full board are covered in full. There is no participation fee.

Maximum reimbursement travel cost is:

Sending countries	Travel reimbursement ceiling
Romania, Serbia, North Macedonia, Spain, Lithuania and Italy	EUR 309 per participant
Portugal	EUR 395 per participant

Green travel by train, bus or carpooling is strongly encouraged. It carries a higher reimbursement ceiling and, where applicable, additional travel days. Confirm the applicable green-travel allowance with the organisers before booking.

Keep your travel documents

Reimbursement requires original invoices or tickets and boarding passes. Full instructions and the reimbursement form will be provided during the course.

Get ready for Krzyżowa

Accommodation and food

You will stay in shared rooms for 2–4 people, mixed by organisation and separated by preference where requested, with private bathrooms. The historic estate offers modern seminar facilities, a sports hall, a gym and outdoor surroundings.

Three meals a day and coffee breaks are provided. Vegetarian, vegan and other dietary options are available; tell us your needs in the application form. The kitchen works with local products.

How we will work

Expect non-formal education and learning by doing. Phones and laptops are used for tool practice; the rest of the time we work with paper, flipcharts, printed materials and physical prototypes. Your outputs are printed and exhibited.

You will work in mixed-country teams, with daily movement and energizers, intercultural evenings, a tool fair, a farewell evening and a half-day excursion to Wrocław or Świdnica with a creative mission. You will document your learning through Youthpass.

What to bring

- Smartphone (essential), and a laptop if you have one (useful but optional).
- Chargers and an EU plug adapter if needed.
- One real youth-work text from your organisation: a call, infopack or workshop description to make accessible.
- Snacks, music or games for two intercultural evenings — no PowerPoint needed.
- Comfortable shoes and outdoor clothes. Plan for cool October weather in Lower Silesia, around 5–15°C, and possible rain.
- Sports clothes and, if wanted for the facilities, swimwear.
- ID or passport and your EHIC card, if you have one.
- Curiosity and energy. We provide your Toolbox binder, notebooks and all working materials.

04 / PROGRAMME

Your week at a glance

Working language: English. The session order may be adjusted after the online preparatory meeting with partners.

Time 08:00–	Daily rhythm on Days 1–5
09:00 09:30–	Breakfast
11:00 11:00–	Session 1
11:30 11:30–	Coffee break
13:00 13:00–	Session 2
15:00 15:00–	Lunch and free time
16:30 16:30–	Session 3
17:00 17:00–	Coffee break
18:15 18:15–	Session 4
18:45 19:00	Reflection groups
20:30	Dinner
	Evening programme on selected days

Day 4 has an extended excursion block. Energizers follow each break, led by a rotating mixed-country team. A rotating timekeeper supports the schedule.

Stable mixed-country reflection groups meet daily and support Youthpass preparation. Toolbox binders are filled at the end of every day, so the collective Inclusive Digital Toolbox is ready by the final afternoon. All plenary content is also available as printed handouts.

Friday 16 October arrival

Arrivals during the day; welcome dinner at 19:00. At 20:30: informal opening with a welcome circle, house tour, WhatsApp group check and a first-impressions wall using paper, pins and markers.

Thursday 22 October departure

Breakfast, goodbyes and departures. Remember the onward-connection times on page 3.

Start with accessibility

Saturday 17 October Press start

S1: Official opening, programme walkthrough, group agreement (flipchart-based), expectations wall.

S2: Team building outdoors – "Treasure Hunt 2.0" around the Krzyżowa estate in mixed-country teams (building on the format praised in the January evaluation).

S3: Shared context: from CTRL+ALT+YOUTH to CTRL+SHIFT+INCLUDE – what the evaluation told us; mapping inclusion and participation challenges in participants' realities (paper mapping, gallery walk).

S4: The Toolbox Logic – how the week works, tool families, teams formation, printed Toolbox binder handed to each participant (to be filled day by day).

Evening: Intercultural Evening, part 1.

Sunday 18 October Include

S1: Tool demo + guided practice: AI plain-language rewriting, readability checkers, alt-text and caption generators, accessible document design.

S2: Practice lab: each team adapts a real youth-work text (call, infopack, workshop description) for accessibility; printed before/after versions pinned for peer review.

S3: Inclusion deep-dive: reaching young people with fewer opportunities – barriers audit of participants' own organisations (paper canvas).

S4: Team task: design an accessible micro-workshop announcement pack; print and exhibit.

Evening: free / venue facilities (gym, sports hall, film projector available).

Translate and create

Monday 19 October Translate

S1: Tool demo + guided practice: AI translation and live-captioning tools, multilingual chatbot assistants, language-level adjusters.

S2: Practice lab: running a simulated multilingual workshop segment (teams rotate roles: facilitator, participant with no common language, observer).

S3: Working with migrant and displaced youth: cases from partner realities; do's and don'ts; where tools help and where humans must (structured sharing, physical case cards).

S4: Team task: multilingual welcome kit for a local youth activity; printed and exhibited.

Evening: Intercultural Evening, part 2.

Tuesday 20 October Create

S1: Tool demo + guided practice: image/video generation basics, ethical use, disclosure rules; template-based design tools; prebunking principles recap from CTRL+ALT+YOUTH.

S2 (extended into afternoon): Half-day excursion to Wrocław or Świdnica with a content mission: in mixed teams, capture material for a mini-campaign promoting shared values / countering an exclusionary narrative relevant to their contexts.

Evening: Editing & printing corner (supported): teams finalise and print their campaign boards for tomorrow's gallery + Tool Fair warm-up.

Participate and take it home

Wednesday 21 October Participate and shift

S1: Campaign gallery: structured peer feedback on Day-4 outputs (paper feedback slips); what makes value-based content credible.

S2: Tool demo + guided practice: e-participation and consultation platforms, digital voting and idea-gathering tools, accessible surveys; speed-prototyping of a youth–decision-maker dialogue format per team, closed by a token-investment mini-fair.

S3: Transfer block: national teams design their local follow-up action (paper template, commitments wall); finalisation of the collective Inclusive Digital Toolbox from the daily binder entries; partner-level agreements on the 3-month follow-up window.

S4: Youthpass competence reflection (individual + peer interviews), final evaluation (paper + digital), learning harvest across the week's wall, closing circle, certificates.

Evening: Farewell evening.

Your certificate and next steps

All participants receive a Youthpass certificate documenting the competences developed during the course. National teams design a local follow-up action, with partner-level agreements on a three-month follow-up window.

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Contact Us!

Project Coordinator in Lithuania

Greta Kontromavičiūtė

gretakon@tavo-europa.eu