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Preparatory visit to Sofia, Bulgaria

Project number: 2022-1-HR01-KA121-VET-000060772

11th April – 15th April 2023

Preparatory meeting is for the coordinator of **Tourism and catering School Split – Andrija Krišić**, project manager **Tatyana Dimitrova** from **PPC HRC Culinary Academy** and the mentors from the **hotels** who are involved in project activities:

- Kitchen59
- Rosslyn Central Park Hotel Sofia
- Rosslyn Thracia Hotel Sofia
- Hyatt Regency Sofia
- Sense Hotel

The purpose of preparatory meeting is to bring people together and face to face meetings cannot be completely replaced by online communication.

The meeting in Sofia will be essential for discussing all the aspects of the project, sharing and defining responsibilities, preparing the evaluation plan and the plan how to measure the impact.

The aims of the preparatory project meeting:

- to produce synergy for outcomes that are only possible by working with others;
- people get to know each other better and this is the basis for the long cooperation and personal contacts between people;
- project meetings are perfect for discussions and evaluation work;
- detailed elaboration of project activities;
- discussion about all elements of the project and process evaluation - course of preparatory activities, work on achieving project goals;
- detailed elaboration of the training program for participants;
- introducing the mentor with the student's profiles and learning agreement
- discussion on preparation of documents Europass CV, Europass mobility and certificates issued by the project partners about completed training;
- discussing about students working time, condition at the working place;
- discussing about the contacts and links in case of emergency, and risk-prevention guidelines;
- coping with health and safety protocol, homesickness;




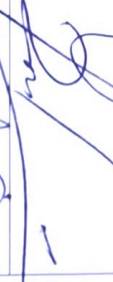

- coping with difficult situations that can happen with the students during their internship, like students responding to the criticism, compliment, assertive skills etc.
- solving conflict situations, expressing difficult emotions, anger;
- discussing all the important issues connected with travelling and transport (public buses, tickets etc.) of the whole group of participants and accommodation for the participants (rooms, equipment in the rooms etc.);
- discussing about the cultural full day tours visits, social and welfare program;
- discussion on the financial issue, organisational costs, paying methods, invoice;
- to discuss the ways of communication:



For sending organisation	
Full name:	Andrija Krišić
Position:	Teacher / Coordinator
Date and place:	14.4.2023
Signature:	

For hosting organisation	
Full name:	Tatyana Dimitrova
Position:	International project manager
Date and place:	14.4.2023
Signature:	

All these aforementioned tasks should help in maximising the impact on students' internships. Communication allows all the participants to develop their understanding of the diversity of European cultures and languages, learn from each other and helps students acquire competences.

No	Name of organisation	Address of organisation	Name and Surname	e-mail address	Signature
1.	Rossini Hotel Roni Hotel	Sofia Bulgaria Sofianska Str. 5	Lilija Ivanova	lilijaivanova@rossini-hotels.com	
2.	Rossini Hotels Hotel Sofia	Sofia Bulgaria Sofianska Str. 5	Lilija Ivanova	lilijaivanova@rossini-hotels.com	
3.	Novotel Hotel Sofia	Sofia, Bulgaria bul. Garmabitski bulevar	Elitsa Velichkova	elitsa.velichkova@novotel.com	
4.	Hyatt Regency	Nasipovski Square, Sofia	Andrew Karatevski	andrew.karatevski@hyatt.com	
5.	PPC Hotel Culinary Academy	39 TSAR BORIS III Blvd	ТАТЯНА ДИМИТРОВА	tania@ppcacademy.com	
6.					

Coordinator of the Project
Andrija Krišić, teacher



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