

Regional Programme 2020/2021

Frequently Asked Questions

PROGRAMME AND PARTICIPATION

What is the Regional Programme?

The Regional Programme is one of the programmes offered by NGO Academy, which is implemented and governed as a joint project of the Competence Center for Nonprofit Organisations and Social Entrepreneurship of Vienna University of Economics and Business (WU Vienna) and ERSTE Foundation. The Regional Programme consists of versatile and impactful workshops supporting leaders and staff members of NGOs in developing and strengthening their management skills. This programme and its workshops focus on topics like the creation of new management resources, project-focused implementation strategies and the ability of sustaining success.

In order to equally incorporate local and international perspectives, while creating a fruitful exchange between experts, practitioners, and academics concerning these core topics, the Regional Programme primarily consists of two-day workshops, which are offered in six different European language groups.

Who delivers the workshops?

All workshops in the Regional Programme are run by the faculty of NGO Academy. We are proud of our diverse faculty with experience in many fields, including academia, for-profit and non-profit organisations. All faculty members have considerable experience in training, teaching, and working with non-profit organisations.

In which languages are the workshops offered?

The workshops of the Regional Programme 2020/2021 are offered in the following six European language groups: Bosnian/Croatian/Serbian, Czech/Slovak, English, German, Hungarian and Romanian.

I speak various languages covered in the Regional Programme. Am I limited to a specific geographic area when registering for a workshop?

No, not at all! We encourage you to take advantage of the entire offer of the Regional Programme 2020/2021.

Where do I find an overview on the workshops of the Regional Programme?

You can find all relevant information and details about the workshops of the respective semester on our platform <https://moodle.ngoacademy.net/>. In order to browse through the programme you do not have to sign in as a registered user. Simply follow the link we have provided you with.

Where and when will the workshops take place?

You find all relevant details of the workshops online: the overview of the workshops includes magnifier symbols to the right of each workshop. They guide you to more detailed information regarding the respective workshop, including place and time. As the selection of the seminar venue may depend on the final group size, we can only announce it about two weeks before the workshop takes place.

What is the average group size of the workshops?

The number of participants varies according to the design and format of the workshop. The average size of most workshops ranges from 10 to 25 participants.

Do I receive a certificate of participation if I participate in a workshop?

Yes, participants who have successfully completed a workshop will receive a certification of participation. A successful completion entails that the participant must have attended the entire workshop, participated actively, and (if applicable) completed assignments and surveys before and/or after the workshop's conclusion. Once a successful completion has been determined, a certificate can be downloaded from the NGO Academy platform.

REGISTRATION

Who is eligible to participate?

The Regional Programme of NGO Academy is open to selected project partners having received an NGO Academy Scholarship. Within this group, the programme is primarily geared towards executives of the respective organisations, as well as programme and project managers with a solid working knowledge of the language of the workshop (the recommended proficiency level is B2 or higher, which is based on self-assessment).

What do we expect from participants?

We expect all participants of the Regional Programme to:

- have a solid working knowledge of the respective working language
- accomplish all pre-workshop tasks on time, if applicable (e.g. surveys)
- attend the entire workshop
- be interested in openly sharing knowledge and discussing content
- reconfirm their participation and fill out the moodle survey four weeks prior to the workshop at the latest. In case we have not received the confirmation by this date, the registration will be declined and the spot may be given to someone on the waiting list.
- organise any travel at their own expense
- be punctual
- if necessary, obtain or possess a valid visa for the country where the respective workshop(s) are being held. (We are happy to provide an invitation letter).

If you do not comply with these terms, we reserve the right to restrict your access to our programmes.

Are there consequences if I fail to show up?

Yes. If you fail to attend a workshop without prior notification, we will issue a warning to your organisation. In case of a second no-show by you or any of your colleagues, your organisation will be barred from participation in future workshops of the Regional Programme and other programmes offered by NGO Academy. These consequences are necessary as it is our intention to provide as many workshop places as possible for interested persons. No-shows or cancelations often lead to high and unnecessary costs (i.e. hotel reservations, catering, additional trainers, etc.). They also decrease opportunities and benefits for other participants.

How does the registration and selection process work?

Each eligible organisation is offered a maximum of six workshop places per semester of the Regional Programme and may select those workshops that are most beneficial to its staff.

The registration process consists of two steps: The first takes place between 1 February 2021, 10.00 am and 8 February 2021, midnight (CET) and is based on a first-come, first-served basis. This means that you will first have time to browse through the workshop offers of the current semester.

As soon as the number of registrations exceeds the available spots, further registrations will be added to the waiting list. We therefore want to give you enough time to look through our workshops and coordinate with colleagues before the registration period starts.

In order to finalize the registration process, participants are required to fill in the reconfirmation form on the respective moodle page. This reconfirmation takes place after obtaining a spot in the first registration phase and has to be completed up to one month before the workshop takes place.

The registration is only binding and confirmed after completing both steps.

Where does the registration take place?

The registration is based on a first-come, first-served basis and takes place on moodle (<https://moodle.ngoacademy.net/>), which is an online learning platform. It is important to note that registration is only possible when logged in. You can do so by using your existing user name (mostly: firstname.lastname) in case you have participated before or by creating a new account. We recommend to test your account before the registration phase starts. Furthermore, you have to register within the registration period and as an organisation you are not supposed to exceed the limit of six workshop spots per semester. If your organisation exceeds the limit of six workshop spots per semester, the organising team reserves the right to deny further registrations exceeding this limit.

Please note that once the participant's registration is officially confirmed, the registration is binding.

When will I be informed about the final selection of participants?

We will inform applicants about the final results of the registration process by 22 February 2021 at the latest. Please keep in mind that we try to make this information available as soon as possible. In case you have not received an e-mail by 22 February 2021, please contact us.

COSTS, LOGISTICS AND FURTHER QUESTIONS

Do I have to organize accommodation myself?

For participants traveling long distances to attend workshops, NGO Academy agrees to cover the accommodation for the respective period in a specified venue (The booking is done by NGO Academy, reimbursement of other accommodation costs is not possible).

In order for us to do so, please answer the online survey “workshop logistics” available online for each workshop. The survey will be available to you as soon as your workshop spot has been confirmed. Please make sure to meet the deadline of each survey as we might not be able to process later requests.

We encourage participants to travel environmentally friendly and to prevent unnecessary flights. Please use the forum of the respective moodle course to arrange potential shared rides in order to avoid single car journeys.

Please note that NGO Academy does not cover your travel costs!

I would like to attend a workshop in a country for which I require a visa. Could you help me to get one?

It is your responsibility to obtain a valid visa for the country in which a preferred workshop takes place. Please acquire a valid visa, along with all other necessary documents, well in advance. If needed, we are able to provide an official letter of invitation to accompany and support your visa application. If you require such a letter, please contact us in due time as this process is often lengthy and time sensitive.

How does COVID-19 affect the Regional Programme?

Due to COVID-19-related measures, there may be short-term changes in the programme (e.g. conversion of the physical workshops to a digital alternative). The participants of the respective courses will be informed about any changes and specific safety measures in due time.

Of course, we will make sure that the workshops run as safely as possible. Nevertheless, participation is at your own risk. If you have had contact with persons with confirmed or suspected SARS-CoV-2 infection, we ask you to refrain from participating and ask you to inform us of your absence. In any case, stay at home if you experience flu-like symptoms (fever, cough, shortness of breath and breathing difficulties).