

**Seminar Camp
Participants Preparation
Handbook**

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1 FOR THE TRAINER

1.1 WHAT TO THINK OF WHEN PREPARING SEMINAR CAMP PARTICIPANTS

Preparing future Seminar Camp participants involves making the participants aware of not only what a Seminar Camp is, but also what a Seminar Camp is not. Even though they may have heard about Seminar Camps from past participants, their expectations may sometimes not correspond entirely with the goals and aims of the program. There is much more to a Seminar Camp than just fun, simulation games and parties.

Also, several SC-participants have past CISV-experience and may expect to re-live those experiences. In other words, they will have experienced 'the CISV-spirit' and chances are they will want to continue the 'CISV-spirit'. However, Seminar Camp as a program is different from other CISV experiences, in the sense that though it is a CISV-program it encourages the SC-participants to come up with new activities and rather than repeating 'old' CISV activities and traditions. Besides, a central idea behind the Seminar Camp is that of sharing. Participants come to share and exchange their experiences, cultural backgrounds, views and opinions, questions and so on. In order to stimulate a mix of participants with different backgrounds and not to end up with too homogeneous groups a Seminar Camp should have an even blend of participants – those with previous CISV-experience and those who are new to CISV.

1.2 HOW TO CONDUCT THE PREPARATION

The preparation of Seminar Camp participants can be undertaken in various ways. You can do it during a weekend or over a couple of meetings. It can be done on the National or Local levels, it depends on availability of those conducting the sessions, on the number of participants and other practical matters that should be adjusted to suit the needs of each group.

Remember; when covering the different topics and areas try, if possible, to also use active sessions and activities where the participants can actively contribute and reason around the topics. Be creative, make sure the participants clear doubts they might have regarding the SC-program, but also that they get excited and motivated about participating in their upcoming Seminar camps.

1.3 WHO CAN PARTICIPATE IN THE PREPARATION?

The Participants' Preparation Workshop participants are youth who are between 17 and 18 years old and are interested in attending a Seminar Camp in the year of the Participants' Preparation. Only the youth who are potential participants or who have already been selected to attend a Seminar Camp in the current year should be prepared in order to manage a motivated group.

1.4 THE PURPOSE OF THIS HANDBOOK

This handbook is aimed at:

- a. highlighting the essential pieces of information all participants should know before going to their Seminar Camps and
- b. providing basic tools for those in charge of helping participants get prepared for their Seminar Camp experiences at the local and/or national level.

Activity suggestions have been added for covering the topics of the handbook (chapters 2-8), this does not mean you cannot be creative and make your own activities or adapt the activities we have included in the handbook. It is expected that participants are aware of the contents of this handbook before their arrival to their Seminar Camps.

2 BASIC INFORMATION ABOUT SEMINAR CAMPS

2.1 INTRODUCTION

The base of the Seminar Camp program is made up by the participants. They bring diversity and uniqueness to the program. However, in order for them to have a rich, safe and educational experience they must have some common basic tools to be prepared to assume the challenge and responsibilities that a Seminar Camp represents.

2.2 WHAT IS A SEMINAR CAMP?

Seminar Camps are a three-week program for 18-28 international youths aged 17-18, plus 4-6 adult staff members. For the duration of the Seminar Camp, participants experience not only being with each other but also learning from one another and also about themselves, each other and the rest of the world. A Seminar Camp is an opportunity for participants to be exposed to the ways of thinking other than their own and to discover their own responses to the problems and issues faced by people in general today.

Seminar Camps are mainly driven by the participants, with the Staff serving as support. Even though activities take on an important function in achieving the aims, it is living together which is the main educational purpose of Seminar Camps. The success of Seminar Camp depends very much on the energy participants put into it.

A Seminar Camp offers many possibilities. Its program/activities/seminars are based on the desires of the group. The quality of the experience depends on the translation of aims to practice. It can be a very rewarding experience which is followed up at a local or national level.

ACTIVITY SUGGESTION 1: What is a Seminar Camp?

Take a bunch of newspaper or magazine pictures of different sorts (at least one picture per participant) and have each participant choose the picture that they think best explains what a Seminar Camp is. Have each participant briefly explain why she/he chose each picture and then try to put all of their input into an explanation of what a Seminar Camp actually is. It is important to make sure that all the aspects of the program description are covered and clear to all participants. For a more detailed explanation you can go over section S-2.2 of the Seminar Camp Guide (General Idea of a Seminar Camp).

2.3 AIMS OF THE SEMINAR CAMP PROGRAM

It is important that all participants truly understand the aims of the Seminar Camp and that these are not merely obscure points that are written in the Seminar Camp Guide. The Seminar Camp aims are guidelines and the framework that define the purpose of the Seminar Camp program. To understand the aims is to understand what a Seminar Camp is.

The aims of the Seminar Camps are:

- To incite the campers to discover and formulate their own opinions about international and intercultural issues by exposing them to the ideas of campers from other nations and cultures.

Different cultures and nations look differently on the same things. It is an important part of a Seminar Camp to work out these differences through discussions or activities which make such differences easier to understand through dramas, games or arts and crafts. It is not teaching to, but learning from each other.

- To help develop the participants self-knowledge, by exposing them to the fun and hardships of a group living experience, which can help them increase their knowledge of their own motives and behaviours.

In a Seminar Camp the members react to each other directly, living very close together. This can help the participants to understand their own personality better (and to accept it), discovering new aspects at the same time. It is important to say that everybody shares a responsibility for the whole camp, including practical things like cooking, cleaning, and planning the program.

- To make campers accept conflicts as a part of daily life and to stimulate a non-violent conflict resolution attitude by creating a special environment that incites it.

In every situation where people are together, different opinions and interests create conflict. In a Seminar Camp everybody should learn to understand and accept this and realize that conflicts are an important part of learning. They should be dealt with in a positive manner and should not be suppressed. Solving a problem with a group can be one of the most intensive learning experiences.

- To stimulate in young people an interest for the world as a whole and to assume a sense of responsibility for its preservation.

By getting to know people from other countries and discussing different points of views with them, participants can learn to see beyond the limits of national interests. All the countries of the world are strongly dependent on each other, including North/South, developed/developing and East/West relations. First-hand information from inhabitants of another country has a much stronger learning potent than ever can be given by any media.

- To develop the participants' maturity by making them responsible for their daily life and to encourage them to accept their responsibilities for their decisions.

The age of 17/18 years is very important, as many people have to make a decision about their future at this time. Meeting others in the same situation can help to discover that there are many possibilities and perspectives.

- To give participants an opportunity to learn something about other international organizations in which they might work towards our common goals.

As an educational organization, our goal cannot only be to keep people in CISV, but to encourage them to use their experiences and their individual skills / interests in other organizations, too. The participants should be encouraged to keep on working in the spirit of CISV, even if they should leave the organization after their camp.

ACTIVITY SUGGESTION 2: Aims of the Seminar Camp Program

In small groups, have participants focus on one of the Seminar Camp aims. Give them the formal wording and have them translate the aim into their own words making sure they understand it, and above all, are able to explain it to the other participants. If possible, let the participants present their aim through a drama before explaining what their aim is. Remember that it is the intent of the aim that is important; not the specific wording.

Also, to make the aims more understandable put them on the wall for the duration the participant preparation workshop and relate back to them, whenever possible using the definitions the participants came up with.

2.4 EXPECTATIONS

As mentioned earlier it is just as important to cover what a Seminar Camp is as what a Seminar Camp is not. Some participants will have expectations and some will not have any. Some will have very accurate expectations and some will have slight misconceptions as to what goes on at Seminar camps.

Therefore, make sure all participants have a very clear understanding of the Seminar Camp program, its aims, its general structure and the educational principles of CISV.

However, it should also be mentioned that even though all Seminar Camps follow the same guidelines and aims the character of each Seminar Camps is as different and unique as its participants.

A couple of points that should be made clear during the preparation are the following:

What is a Seminar Camp?

- A camp 21 days long with 18-28 people age 17-18 from many different countries
- Discussions about international problem/events and personal interests
- A place to discover more about yourself
- Cooking, eating, cleaning, and living together
- Improving your group skills, experimenting with new ideas, creativity, learning, decision making
- Learning how to live and act in an international and intercultural environment where your culture and habits are not necessarily the common norm
- Activities are mainly planned and run by the participants
- The Staff group consists of 4-6 staff members who help, motivate, and facilitate the participants

What is NOT a Seminar Camp?

- Not just fun and games or a tourist experience
- Not a three-week party
- Not always perfect

Some Common Myths

- 'Everyone has to be my friend'
- 'I will like everyone'
- 'This is the best CISV experience'
- 'It is my right to drink alcohol'
- 'I will not be able to sleep enough'
- 'Everyone will be a CISVer'
- 'We will sing the CISV-song and have lullabies'

3 BEFORE AND AFTER THE CAMP

3.1 GENERAL

All Participants are expected to observe CISV's guidelines on behaviour and cultural sensitivity (See R-07 Behaviour and Cultural Sensitivity) as well as specific program information noted in the Seminar Camp Guide (available on <http://resources.cisv.org>).

3.2 ADDITIONAL COSTS

Transportation from your home to the Seminar Camp site and back, passport/visas and pocket money is not included in the Seminar Camp fee. Participants must make their own travel arrangements locally. Every participant MUST also have health and accident insurance coverage for the time of the Seminar Camp (valid in the host country). This insurance may be obtained directly through CISV International for an additional fee. Although it is each participants responsibility, the local chapter or national association should assist the participants with more information specific to your country regarding these practical matters.

3.3 TIMELINE

June-August Camps

15 January	Tickets should not be booked before this date. To avoid cancellation and changing fees, let the host chapter confirm the dates and airport information.
1 March	Deadline for Pre-Camp #1 (sent to participants NAs by the hosting NA/chapter) Participants should get in touch with the contact person as soon as possible!
At least three months before the camp	<ul style="list-style-type: none"> • Check that passport is valid. • Get a visa (if necessary), contact host chapter or IO EARLY ENOUGH. • Collect information on topics participant want to discuss in the Seminar Camp. • Learn about the world today. • Learn about the own country and culture. • Learn how to cook (in most Seminar Camps the participants are in charge of cooking).
1 April	Deadline for Pre-Camp #2
Not earlier than three months before the camp	Complete <u>HF 2000</u> (Health Form) and <u>TWAL 2000</u> (CISV Legal/Insurance Form). (See section 'Forms' of this Handbook)
1 May	Deadline for <u>Participant Travel Information Form</u> to be sent to host NA (<u>Participant Travel Information Form</u> is also available on CISV's webpage under 'resources' - http://resources.cisv.org)
One month before the camp	Deadline for Pre-Camp 3

December-January Camps

15 January	Tickets should not be booked before this date. To avoid cancellation and changing fees, let the host chapter confirm the dates and airport information.
1 September	Deadline for Pre-Camp #1 (sent to participants NAs by the hosting NA/chapter) Participants should get in touch with the contact person as soon as possible!
At least three months before the	<ul style="list-style-type: none"> • Check that passport is valid. • Get a visa (if necessary), contact host chapter or IO EARLY ENOUGH.

camp	<ul style="list-style-type: none"> • Collect information on topics participant want to discuss in the Seminar Camp. • Learn about the world today. • Learn about the own country and culture. • Learn how to cook (in most Seminar Camps the participants are in charge of cooking).
1 October	Deadline for Pre-Camp #2
Not earlier more than three months before the camp	Complete <u>HF 2000</u> (Health Form) and <u>TWAL 2000</u> (CISV Legal/Insurance Form). (See section 'Forms' of this Handbook)
1 November	Deadline for <u>Participant Travel Information Form</u> to be sent to host NA (<u>Participant Travel Information Form</u> is also available on CISV's webpage under 'resources' - http://resources.cisv.org)
One month before the camp	Deadline for Pre-Camp 3

ACTIVITY SUGGESTION 3: Timeline

It is very important to get this information across and make sure it is understood by all participants. Unfortunately, it is difficult to find an entertaining way of explaining these practical matters and deadlines, and maybe this is why it is one of the areas where NAs and participants usually require more assistance.

You can draw a timeline on a large sheet of paper and go over it with the group, as you go along you explain what each document is, where they can get it and what they are supposed to do with it. It is helpful to have handouts of the documents and in the case of forms that they need to fill out, examples of how to fill them out.

You will find a more detailed explanation on each of the documents mentioned in the next part of this handbook.

3.4 PRE-CAMP INFORMATION

VERY IMPORTANT: Host chapters/staff DO NOT get a list of participants or information on names or sending chapters. Participants actively have to make the first contact to the hosting chapter and staff (contact person info in pre-camp #1). This pre-camp #1 is sent to the participants through his/her NA (and possibly also through the National Seminar Camp Committee or the chapter). If the participant has not received it soon after the deadline (1 March for June-August camps, 1 September for December-January camps), he/she should ask for it, starting in his/her chapter or NA. They may also help the participant to get in touch with the Host chapter directly.

As soon as they receive Pre-Camp #1, they should write an e-mail to the contact person. This e-mail has to include the participant's full name, country and chapter. It is also recommended to include an alternative way to get in touch (e.g. phone number) in case e-mails do not get through. Participants should check their e-mails regularly!

In Pre-Camp #2 and #3 you will find all necessary information you may need; e.g. the country and region you are travelling to, other participating countries, climate, things to bring, etc.

If the participant has special needs or need a special diet (e.g. for medical or religious reasons), please tell the staff BEFORE the camp and as soon as possible.

3.5 FORMS

Every Seminar Camp participant has to provide three correctly filled out forms. These are:

➤ Participant Travel Information Form

This form must be sent to the Host Chapter no later than 1 May for June-August camps or 1 November for December-January camps. It has to be sent by the participant's chapter or by the participant and cc to the chapter. The participant has to make sure that the chapter has his/her travel information and the contact information for his/her camp. The participants should not wait until the chapter asks for this information!

➤ HF 2000 (Health Form)

The Health Form must be signed by a physician/doctor on the first page and by a parent/legal guardian on the second page. It is very important that the name of the hospital and the phone number of the doctor/physician are readable. This form must be completed and signed no more than 3 months before participation in the Seminar Camp.

➤ TWAL 2000 (CISV Legal/Insurance Form)

Regardless of the age of the participant (17, 18 or 19) they MUST use the TWAL 2000; no other legal form is accepted for Seminar Camp participants. It must be signed by a parent/legal guardian and contain the following information about the insurance (if not AON): insurance policy number, company name, company address and maximum payment per claim (minimum £15.000), deductible amount per claim and exclusion from coverage.

In some countries authentication by a notary is required. Participants should check with their own NA and the hosting NA/chapter if this will be needed.

The HF 2000 and TWAL 2000 should NOT be sent to the camp. They must be brought to the camp! Also, it is recommended that the participant make two or more copies; one to leave at home with the family or chapter and one to take to the camp in your luggage. The original should be kept in the hand luggage.

If the participants have any questions on how to fill the in forms, they should ask their chapter or NA for assistance. The participants should read the pre-camp information carefully and send what is asked for.

3.6 TRAVELLING BEFORE AND AFTER CAMP

Most importantly, participants should arrive no later and leave no earlier than the dates mentioned in the pre-camp information. If, however, they can't make it, they have to find arrangements together with the staff as soon as possible.

As Seminar Camp participants travel on their own, it is ok for them to make arrangements to stay and travel after the camp has ended, and it is quite common among Seminar Camp participants to do so. Of course, any travelling done before or after the dates of the official activity is not the responsibility of CISV; therefore the participant must have additional insurance for this and they must cover their own expenses.

Where reasonable travel arrangements make it impossible to observe the camp dates, host chapters can be asked to provide a maximum of 2 days of home hospitality. Where travelling participants require further hospitality, the host chapter is requested to assist them in finding appropriate hotel accommodations.

The chapter is not obligated to provide host families for participants after the end of the program. However, often the chapter supports the return of participants to their homes by providing a host family who gets the participant to the airport to catch his/her flight home.

If a participant does not request/require and/or refuses the host family offer, they become responsible for themselves when the program (camp) officially ends.

4 WHAT IS DONE IN A SEMINAR CAMP?

In a Seminar Camp, everybody in the camp is responsible for **planning, conducting, and evaluating** the program.

The program should be a combination of funny, serious, creative, physical, and leisure activities. The success of the Seminar Camp depends very much on the energy the participants put into it.

4.1 COMMUNICATION

At the campsite there will be the opportunity to send letters, e-mails, make phone calls but in a limited way because it depends on the facilities available. The home staff will have more information about available means of communication. However, mobile phones are not allowed in Seminar Camps (see chapter 6, Rules).

4.2 SCHEDULE

There is no fixed schedule for a seminar camp. It is up to the participants, thus every camp has its own timing. However, when making a schedule it's important to have in mind:

- Wake up time
- Bed time
- Shower time
- Cleaning time
- Activity times
- Free time
- Pool time
- Meals and snacktimes (sometimes these depends on the chapter or home staff and not on the participants)

4.3 EXCURSIONS

A Seminar Camp is not a tourist experience. Some places will be visited during the camp, but excursions and shopping day play a minor role.

The excursions are usually arranged by the local CISVers, who generally decide the dates and places to visit during the excursions. This is due to all the practical aspects involved in organizing these activities.

4.4 CHORES

Part of the experience in a seminar camp is to take care of certain chores like:

- Set the tables and make breakfast, lunch, dinner and snacks
- Wash the dishes
- Clean the campsite (bedrooms, kitchen, bathrooms, activity room, and other spaces)
- Keep tidy the arts and crafts
- Organise and keep the finance of the camp shop
- Do laundry

4.5 CAMP MEETING/OPEN MEETING

This is a space to discuss subjects regarding the organization and structure of the camp, to solve problems that may come up, and to help the communication process between all participants and staff. Participants may decide when and how this meeting should take place.

There has to be a moment in camp when the group (staff + participants) comes together and evaluates the past, thinks about the present and determines why, where and how the camp should progress from that moment onwards.

Camp Meetings should be planned, just like any other activity. There is no pre-determined way for Open Meetings to be run and creativity is needed in this crucial activity. Some points to consider when planning such an event are:

When do Camp meetings start? (different levels of concentration during a Camp day)

- How often do the meetings take place?
- How long should the Camp Meeting last?
- What is the best environment for a Camp Meeting?
- How should the meeting be structured?
- Are there Camp activities which happen without the Camp Meetings decisions?
- How will decisions be made?
- What are the planning groups supposed to do?
- Are there alternatives to the Camp Meeting planning systems, should there be alterations in the structure of the meeting?
- What is the staff's role during the Camp Meeting?

4.6 OPEN DAY

It's a day when visitors are allowed to come to the campsite. It is also a space for the participants to share with the local CISVers their Seminar Camp experience and it is a great opportunity to promote the Seminar Camp Program.

The activities of the open day should also be planned by the SC participants, and should consider the participation of the attendants of the open day in the activities, mingling time for participants and visitors, space to thank people from the chapter that have contributed to the camp or any time that either the chapter or staff request for such protocol matters.

4.7 LMO-ACTIVITY

At the Annual International Meeting (AIM) in Thailand in 2005 the International Seminar Camp Committee decided to incorporate into the Seminar Camp Programme a fixed part that would focus on the work and aims of other organizations with similar ideas to those of CISV to give the participants an idea of the world 'outside' CISV and other ways of working for peace and cultural understanding. By making it an integral part of the Seminar Camp, the ambition is to give the SC participants a deeper insight of at least one LMO/NGO while at the same relating it to their own involvement in CISV.

The LMO-activity is organized by the chapter and/or staff. Participants will find all necessary information in their pre-camp information.

NGO = Non-Governmental Organization

LMO = Like-Minded Organization. (These can be groups, associations, schools or foundations that share a part of the educational philosophy of CISV.)

ACTIVITY SUGGESTION 4: What is done in a Seminar Camp?

Invite former Seminar Camp participants (e.g. from two or three years ago) to share with your future participants their Seminar Camp experiences. Make sure that they focus on the topics mentioned in this part of the Handbook and try to avoid topics that might have been specific to their Seminar Camps and that might create wrong expectations that could eventually harm the experience of the future participants, such as specific activities or rule breaking incidents of their camps.

5 ACTIVITY PLANNING

Taking in account that sharing experiences, activities and discussions are a very important part of a seminar camp, here is a guide on how to make an activity and to facilitate debriefing.

STAGE 1: ACTIVITY THEME

- Participants may plan alone or in groups
- Choose a theme
 - From a brain storm made by all the participants
 - From a brain storm made by the planning group
 - From the Education Circle (See Appendix 2)
 - Or simply a new idea of your own
- Decide on goals and objectives for the theme

STAGE 2: ACTIVITY SELECTION

- Design the method that will best meet the goals/objectives.
- Choose a kind of activity, some ideas are:
 - Seminar discussion
 - Drama/popular theatre
 - Panel discussion
 - Guest speaker
 - Camp meeting
 - Role play
 - Film
 - Activity
 - Arts and crafts
 - Music /songs
 - Running
- To achieve the goals, it is important to think about this questions while planning:
 - What kind of activity is most appropriate for this stage of the program?
 - Comfort level of the group
 - How well do they know each other?
 - Will they feel comfortable with activities that require close contact?
 - Does the activity allow for meaningful participation by everyone?
 - Does the activity fit into the CISV Education Circle? (Does it contribute to the goals of CISV?)
 - Is the activity “in line” with CISV guidelines on behaviour and cultural sensitivity?
 - Remember, if you find an activity that is not quite what you’re looking for, see how you can adapt or modify it to meet your objectives.

STAGE 3: PLANNING THE ACTIVITY

When planning it is important to have in mind:

- The materials or resources needed and if they are available
- What space is available and if it is suitable for the activity
- If the activity potentially dangerous, physically, psychologically, or emotionally.
- Can the activity be easily explained to a multi-lingual, multi-cultural group?
- What time is available for the activity and what time of the day would be best for the activity.
- How and who will we explain the activity.
- Is help needed from others to pull this off? (staff or more participants)
- Is it an outdoor activity? What if the weather is bad, is there a plan B for indoors?

STAGE 4: RUNNING THE ACTIVITY

- Select an energizer for before the activity.
- Prepared all materials in advance
- Explain the activity
- Explain the rules of the activity
- Keep an eye on things as they go along, specially time, to give space for the debriefing

STAGE 5: DEBRIEFING THE ACTIVITY

What is debriefing?

An open-ended discussion that follows an activity intended to promote experience-based learning.

Debriefing is NOT Evaluation

Evaluation involves judging the experience in some form, whereas *debriefing is non-judgmental*.

Why debriefing?

The purpose of debriefing is to give the participants a chance to share and explore their observations, insights and emotions from the activity. As experiential activities can bring out emotions in people, debriefing also gives participants an arena to share their feelings and thoughts about the events that occurred during the activity. By debriefing, you can change a potentially negative experience into positive learning experience. Even in the best cases, without a debriefing, the activity will often end up just being another activity, without significant learning.

Debriefing will help individuals learn in 2 ways:

1. Learning from themselves
2. Learning from others.

How do you (the activity facilitator) prepare for the debriefing?

- Make a list of open-ended questions to stimulate discussion.
- Consider the observations or emotions that the activity will stimulate and the lessons that can result.

How to conduct the debriefing?

1. **Examples** – ask to share anything that happened during the activity, humorous moments, actual events, etc..
2. **Emotions** – After the lighter, more general examples, progress to how people felt during the activity, etc... remember to give everyone enough time to share feelings
3. **Learning's** – anything on this exercise we can learn from, personally or as a group; remember to draw the learning's from the group, rather than providing "the answers".
4. **Real life** – Encourage a discussion where real situations and thoughts are shared.

General Tips

- Ask Open-Ended questions.
- Facilitate the discussion, rather than lecture
- Encourage interaction among the group members, prompts to consider to generate discussion are: "what do others think of that?"; "Can anyone add to that?"; "Good, what else?"
- There are no right or wrong answers!
- Acknowledge all contributions in a positive manner – don't show disapproval of someone's comments.
- Expected lessons should not be rigid – every group-individual will take away something different.
- To prompt some key leanings, lead the group with questions such as "why was XXXX?", or "How do you think XXX is relevant?", etc. Where XXX is one of the lessons you are hoping to convey.
- After a very emotional activity, change the physical environment before debriefing: if you had 2 teams, have everyone in a circle mixed up or move to a more comfortable environment.

Encourage the following behaviours by modelling them:

- Be non-judgemental
- Be open to the feelings of others
- Pay attention to what is said and not said
- Be sincere and honest.
- Be observant, watch for clues from body language
- Show compassion and understanding
- Be willing to listen

Every good beginning needs a proper end- Don't forget to wrap-up!

- Summarize the discussion, with an emphasis on the key leanings.
- Use the participant's own words, rather than your words. This validates their contribution

- If time is available, encourage some final comments from the group.

STAGE 6: EVALUATING THE ACTIVITY

- There are different methods of evaluation available. Be creative! A few examples:
 - Active: Thumbs up, thumbs down; Fist of five; etc.
 - Written
 - Discussion – small or large group
- Evaluation is a space to ask open questions, covering areas such as:
 - What did they like about the activity?
 - Level of enjoyment
 - Most interesting moments
 - What did they like the most
 - What did they didn't like and what changes would they make.
 - Suggestions for next time

STAGE 7: CLEANING UP THE ACTIVITY

- Gather and put away all materials used in the activity

Post on the wall any outcomes of the activity (Eg: poster, lists, art, etc)

ACTIVITY SUGGESTION 5: Activity Design

Following this guide, prepare an activity typical of a Seminar Camp. Have the participants make the activity. After the activity is done, with the help of this guide, have the participants explain all the elements of planning activities using the activity they just did as an example. If there is enough time in the schedule, have the participants plan their own activities using these tools and later during the day have them run the activities for the rest of the group.

6 RULES IN THE SEMINAR CAMP

The following rules are common to all Seminar Camps. It is vital that the participants know about them beforehand and that they understand the reason why these rules are there. They may not necessarily agree with all of them, however it is important that they realize that a Seminar Camp is an international and intercultural environment and that not all participants share the same values and habits. The reason behind the rules is to set a standard that ensures the safety and comfort of participants and staffs. It is not related to the wishes of the majority but to ensure that any type of minority should never be disrespected or feel unsafe or uncomfortable.

Also, it should be made clear that even though the Seminar Camp in many ways 'belongs' to the participants it is still a program within the arms of CISV. Breaking the rules does not only affect the participants involved but also the other participants, the staff, the hosting chapter, the Seminar Camp program as a whole and the good name of CISV.

Infofile R-7 applies to all CISV programs and activities. The following are particularly notable for the Seminar Camp program.

6.1 Behaviour

Any xenophobic behaviour, discrimination, intolerance or lack of cultural flexibility/openness is forbidden within CISV. CISV educational programs are non-political and non-religious. Indoctrination is carefully avoided and cultural, religious and political preferences are respected. Living together in a Seminar Camp has the respect of each other's differences in personality, cultural and personal background as a guiding principle.

6.2 Local and National Laws:

The laws of the country where the Seminar Camp is hosted must be respected and observed at all times even though they might be very different from the laws in the participant's own country (as well as very different from the wishes of the participants and/or staff).

6.3 Drugs:

No narcotic/hallucinogenic drugs or chemicals (whether locally legal or not) are to be consumed or brought to a Seminar Camp. Participants or Staff members violating this will be expelled from the Camp immediately by the Camp Director.

6.4 Alcohol:

Alcohol is not allowed in Seminar Camps. This rule, as all the other rules, applies for the full 21 days of camp including excursions, Open Day, etc. It includes all participants and staff and is not in any way related to the legal drinking age or cultural norms of the hosting or participating NAs/PAs. It is not allowed to bring a National drink if it contains alcohol.

6.5 Relations

Sexual intimacy between participants and Staff or between participants is forbidden within a Seminar Camp. Any intimate relationships between participants and Staff are forbidden (whether locally legal or not).

Additional:

6.6 Leaving the Campsite

Under no circumstances may all staff members leave the campsite at the same time leaving the participants alone, and participants are not allowed to leave the campsite without the permission of the staff.

6.7 Mobile Phones

Mobile phones and portable computers are not allowed in Seminar Camps. If brought to the camp these should be handed over to the staff or someone in the chapter and returned after the camp. This rule does not apply to Home Staff or Camp Director.

6.8 Medicine

The camp staff will provide basic medicines and a first aid kit. Any other medication that you might need you must bring with you along with the prescription written by your doctor in English or the native language of the host country. These medications must also be indicated in your Health Form (HF). The staff might request to keep these medications under custody at any time during the camp and give them to you as needed.

6.9 Violation of Rules

Breaking one or more of these rules can lead to the immediate expulsion from the activity. The offender is immediately returned to her/his nation.

The reason behind these rules is to ensure a set of minimum safety standards acceptable by the largest number of nations and cultures and to ensure the conditions for a good and formative experience in the group of participants.

From a safety point of view, health risk factors caused by drugs and alcohol have to be eliminated. Parents and authorities that trust the organization have to be able to trust CISV that these precautions will be reinforced in its activities. From the educational point of view, conditions for having a balanced and healthy group life have to be ensured: this means having people always responsible for their actions and decisions in front of the rest of the group, and learning the value of this responsibility.

For more details on rules and guidelines see [R-07 Behaviour and Cultural Sensitivity](#) (Appendix 1 of this Handbook) and the [Seminar Camp Guide](#).

ACTIVITY SUGGESTION 6: Rules

This activity could be considered to a group of people. Divide the group of participants into 3 groups and give to each group one of the existing rules: NO DRUGS, NO ALCOHOL, NO SEXUAL INTIMACY.

Make them think about which are benefits and disadvantages of having these rules in the SC program. When back into the whole group, show what people have been thinking about and discuss the importance of these existing rules. This activity can help participants to think about the rules, to understand them and accept them.

7 FOUR IMPORTANT ELEMENTS OF A SEMINAR CAMP

7.1 COMMUNICATION

Communication is a key aspect of group living. An honest and open communication between all involved parties will be of benefit for the Seminar Camp on all levels. And remember that communication does not always mean talking! There are other forms of communication and, since the majority of the people in the Seminar Camp won't have English as their first language, different forms of non-verbal communication must be explored. Consequently, the participants should not be afraid to use body-language or invent signs and use them in activities or have people write down things or even use other tools to share their thoughts and feelings with such as music or their own bodies!!!

7.2 CULTURAL SENSITIVITY

Cultural sensitivity must be observed at all times during the Seminar Camp. If any problems arise due to insensitivity, these must be dealt with just as any other conflict. The educational aspect of living in a multicultural environment must always be considered an opportunity for learning and understanding each other's differences, and never as a barrier that will divide individuals.

Keep in mind that there are different degrees of cultural sensitivity, and that the lack of it may not only be offensive but in some cases also be considered severe enough by CISV Guidelines to invoke sanctions.

7.3 CONFLICT

Conflict management is a skill that is needed in all areas of life: in relationships, at work, at school etc. Conflict exists between two or more parties. It can exist between individuals, small groups, or large groups. It begins when one party believes that another party is frustrated, or is about to become frustrated about some concern.

If we are to manage conflicts effectively, we must recognize that the roots of the conflict are usually very personal in nature; that the real causes may not be immediately observable, and that each of the conflicting parties may be in that situation because of very different underlying reasons

Some common causes for conflict:

- unmet personal needs
- misunderstandings
- insecurity
- fear
- different expectations
- differences in cultural values
- physical illness/fatigue
- prejudice
- stereotypes
- language barriers

The objective of conflict management is to arrive at a negotiated agreement between the parties through a process which:

- 1) acknowledges the worth and value of each party
- 2) protects and preserves the self-esteem of each party
- 3) promotes their harmonious relationship and future cooperation
- 4) furthers the development of their social skills

7.4 RESPECT

Respect is a word that is used and abused. What does it mean to you? A couple of dictionary definitions are:

“proper acceptance or courtesy: *respect for the flag; respect for the elderly,*” “to refrain from intruding upon or interfering with: *to respect a person’s privacy*” and “the condition of being esteemed or honoured: *to be held in respect.*”

Often in Seminar Camps the meaning of ‘respect’ is misunderstood. To respect someone is defined above; it does NOT mean that one cannot have a discussion with someone else because that person has a different opinion, or that one CANNOT discuss different ways of doing practical tasks just because they had the original idea.

You can debate and discuss with someone you respect. Many people think that if you respect someone you must avoid all conflicts between you and them. You can bring your conflicts out into the open so they can be managed and so that people can become aware instead of keeping them to yourself and becoming frustrated. The participants should be aware of the fine line between respecting someone and over-respecting them.

8 RESOURCES

A lot of questions usually arise when preparing to attend a CISV program. In each chapter or NA there usually is a person responsible for Seminar Camp, a National Seminar Camp Committee (NSCC) or a Seminar Camp Participants Coordinator. Once contact has been made with the host chapter, they will also be able to clarify things related to the Seminar Camp. To get in touch with the International Seminar Camp Committee (SCC), please check the Committee's Homepage (see below).

8.1 HOMEPAGES AND CONTACT INFORMATION

- NA Homepage

On your NA's homepage, the National Seminar Camp Committee might have a page with all the necessary information and contact persons in your language.

To find this page go to: <http://www.cisv.org> → Countries (on the left lower corner of the page) → choose country.

- Chapter Homepage

The big advantage of your chapter homepage is that it is in your language. Ask someone in your chapter for the URL. To find it, go to the CISV homepage, find your NA homepage (see above) and look for links to your chapter.

This can also work to find the hosting chapter's homepage. There is a chance that it will be in that countries language. Still, contact information might be obtained from this source.

- International Seminar Camp Committee Homepage

Go to: <http://resources.cisv.org/scc> or www.cisv.org → Committees (on the left lower corner of the page) → Seminar Camp

Provides information about the International Committee and the SC Program.

- CISV International Homepage

Go to: <http://www.cisv.org>

General Information about CISV and links to all important pages.

All forms and info files can also be found on: <http://resources.cisv.org>.

- Friends Homepage

If participants have taken part in other CISV-activities before, they can register on:

<http://friends.cisv.org>

Please follow the instructions.

Registered participants can check the forums (Seminar Camp Forum) to find other participants of a specific Seminar Camp.

In the near future, participants will have to pre-register on Friends (as soon as they are assigned to their camps) and Friends will become a central platform for the distribution of all pre-camp-communication. Please read all information about it in the IO Update.

- Camp Homepage/E-Group

Most likely there will be an E-Group for each seminar camp. Sometimes the E-Groups are organized by the staff, sometimes by a participant even before that. Once registered, participants can write to and read emails from the rest of the group.

How to get in touch in the first place? Check the forum on the Friends site (see above).

The URL of your camp homepage – if there is one – will be included in the pre-camp information.

9 Participants Follow-Up

It is important to have a follow-up with participants, as it is only after their going back to “normal life” and the “routine” that it is possible to check how educational the Seminar Camp experience was. Also, it can be of value to know strong points and factors to improve in the training, preparation or running of a Seminar Camp.

A follow-up can be done individually or in a group (if possible). For participants a chance to talk about and share their experiences with other participants is a very valuable opportunity as those who listen understand and can relate to the experience.

The SCC suggests some ideas for doing so:

- The Chapters and/or NAs organize a debriefing meeting/weekend with the participants a couple of months following the camp, so that lessons learnt can be incorporated into next year’s training.
- The Camp Staffs make a questionnaire six months after the camp and send the SCC a summary of the results

10 Information for NA Seminar Camp Participants Coordinators

Make sure you receive the IO update through your NA. There you'll find all important information concerning deadlines, dates, cancellations, etc.

Deadlines

June 1	Deadline for national report form to be submitted by your NA. Fill in your requests.
AIM	Football Pool version 0.9 Your trustee can make comments and ask for changes.
August 31	Deadline for those demands to be handed in to IO.
October 15	Round 1 invitations being sent out to NAs through IO.
January 15	Round 1 invitations have to be accepted or refused through your NA respecting the sex required. Accepted positions cannot be returned without penalty. You may add a list how many positions in which camps you additionally need.
February 20	Round 2 invitations being sent out to NAs through IO (if available).
March 15	Round 2 invitations have to be accepted or refused through your NA respecting the sex required. You may add a list how many positions in which camps you additionally need.
March 23	Round 3 invitations being sent out to NAs through IO (if available).
April 15	Round 3 invitations have to be accepted or refused through your NA.

After each round you will receive a complete list of the accepted/refused positions from the IO, indicating the round you have accepted/refused them.

If there are still free spaces in seminar camps, you will find them in the IO update.

How do you assign your participants?

How you do it, is up to you and your NA. It is important to give the participants sufficient information about what a seminar camp is, forms they have to bring to the camp (Health Form *HF_2000.pdf* and Legal Form *TWAL 2000.pdf*), and what their role and responsibilities are. A local or national preparation of participants is mandatory. Please see the Participants' Preparation Handbook for details.

It is also up to you **when** you assign your participants. You may assign them and then accept the positions you have filled, or you may accept the positions you think you can fill and then assign the participants. Participants may attend only ONE seminar camp!

10.1 Important

Proof of Age

You have to make sure that participants are of the right age (proof). They have to be 17 or 18 years old some day between June 1 and August 31 (June/July/August camps) or between November 1 and January 31 (December/January camps). Participants can be 19 years old if coming from countries identified and approved by the Committee under / consistent with Board Policy.

Insurance

Please discuss with your NA how to make sure that the participants have the required insurance. Some NAs have sufficient national insurances. Some sign up all their participants for AON. Some individuals decide they want AON and arrange this either through their NA or straight with IO. ALL options are good. As National Participants Coordinator you may want to check the list of camps and see if all countries are covered by your national insurance.

Pre-camp Communication

The Precamp Information is being sent to the NA. It is very important that the participants actively contact their staff because the staff does not get any contact information on their participants except their NA. Make sure they receive the Precamp Information and make sure that they contact their staff. You or a contact person in the respective chapter may also send a first contact info (name, address, e-mail-address) of the participant to the contact person in the precamp.

HAND-OUT FOR PARTICIPANTS

TIMELINE for June-August Camps

15 January	Tickets should not be booked before this date. To avoid cancellation and changing fees, let the host chapter confirm the dates and airport information.
1 March	Deadline for Pre-Camp #1 (sent to participant's NA by the hosting NA) Participants should get in touch with the contact person as soon as possible!
At least three months before the camp	<ul style="list-style-type: none"> • Check that passport is valid. • Get a visa (if necessary). • Collect information on topics participant want to discuss in the Seminar Camp. • Learn about the world today. • Learn about the own country and culture. • Learn how to cook (in most Seminar Camps the participants are in charge of cooking).
1 April	Deadline for Pre-Camp #2
Not earlier than three months before the camp	Complete <u>HF 2000</u> (Health Form) and <u>TWAL 2000</u> (CISV Legal/Insurance Form). (See section 'Forms' of this Handbook)
1 May	Deadline for <u>Participant Travel Information Form</u> to be sent to host NA (<u>Participant Travel Information Form</u> , is also available on CISV's webpage under 'resources' - http://resources.cisv.org)
One month before the camp	Deadline for Pre-Camp 3

TIMELINE for December-January Camps

15 January	Tickets should not be booked before this date. To avoid cancellation and changing fees, let the host chapter confirm the dates and airport information.
1 September	Deadline for Pre-Camp #1 (sent to participant's NA by the hosting NA) Participants should get in touch with the contact person as soon as possible!
At least three months before the camp	<ul style="list-style-type: none"> • Check that passport is valid. • Get a visa (if necessary). • Collect information on topics participant want to discuss in the Seminar Camp. • Learn about the world today. • Learn about the own country and culture. • Learn how to cook (in most Seminar Camps the participants are in charge of cooking).
1 October	Deadline for Pre-Camp #2
Not earlier more than three months before the camp	Complete <u>HF 2000</u> (Health Form) and <u>TWAL 2000</u> (CISV Legal/Insurance Form). (See section 'Forms' of this Handbook)
1 November	Deadline for <u>Participant Travel Information Form</u> to be sent to host NA (<u>Participant Travel Information Form</u> , is also available on CISV's webpage under 'resources' - http://resources.cisv.org)
One month before the camp	Deadline for Pre-Camp 3

WHAT TO BRING TO A SEMINAR CAMP:

This list is just guideline. The Pre-camp will provide further information

- ✓ CISV Legal/Insurance Form (TWAL 2000)*
- ✓ CISV Health Form (HF 2000)*
- ✓ Passport*
- ✓ Visa (if necessary-contact local consulate)*
- ✓ Vaccines and proof of vaccination (if necessary, check with the local consulate)
- ✓ Any prescription medicine that you might need along with the corresponding prescription written by your physician in English or the native language of the host country.
- ✓ Camp address & Emergency phone numbers (provided in the precamps)
- ✓ Pocket money, travellers' cheques, local currency, bankcard, credit card
- ✓ Camera, film & extra batteries
- ✓ Toothbrush and toiletries
- ✓ Clothing according to the weather (check your pre-camp for more information)
- ✓ Music, songbooks, instruments
- ✓ Books, CDs and tapes of your favourite music.
- ✓ Things to decorate the site such as posters, flags, etc.
- ✓ Things to trade or give away like t-shirts, pins, pens, coins, etc.
- ✓ Bizarre clothing and props for skits
- ✓ Enthusiasm and energy

**Make photocopies of important documents, your credit cards etc., in case they are lost. Keep the copy in a second location*

www.cisv.org

<http://friends.cisv.org>

<http://resources.cisv.org>

<http://resources.cisv.org/scc>