

EDC Network – ESO Project

ESO European Sources Online

Training Course 23-27 June 2014

ESO European Sources Online

Programme / Accommodation / Transport

The Cardiff EDC proposes to offer a five day training course in Cardiff from 23-27 June 2014 to help EDC colleagues become expert contributors to the electronic information service European Sources Online. This is to help the transition of ESO to become an EDC Network information service, part of an initiative to raise the profile and value of the EDC Network.

Programme

Monday 23 June 2014 14:00 – 17:00

- Introduction and welcome to the Training Course – Objectives and Practicalities
- Introduction to Information Services of Cardiff University

Tuesday 24 – Thursday 26 June 2014 10:00 – 17:00

- Introduction to European Sources Online – objectives and features
- The EDC Network – ESO Project
- Interactive practical teaching of editorial work
 - Creating index records
 - Creating, revising and updating ESO Information Guides
 - Dealing with broken hyperlinks
- Discussion how each participant will contribute to ESO in the future

Friday 27 June 2014 09:00 – 13:00

- Introduction to the [Archive of European Integration](#) by Phil Wilkin
- Discussion of collaboration between ESO and AEI
- Discussion of how ESO can officially become an EDC Network Information service

Timings are provisional and will be confirmed later, as will other social and educational activities.

Funding

You will need to secure funding from ERASMUS+ to finance this visit. (or alternative funding stream)

http://ec.europa.eu/education/opportunities/higher-education/staff_en.htm

To secure this funding you need to apply to the relevant department within your own university. Some universities may insist that there is a Mobility Agreement between Cardiff University and your university – this can be arranged but note that for this particular type of training programme a Mobility Agreement is not essential.

The funding you apply for should cover the following elements:

- Transport to and from Cardiff
- Accommodation in Cardiff
- Meals and other living expenses
- An administrative fee of £50 / €60 to be paid to Cardiff University (this is to pay for catering)

Accommodation

We have arranged a special rate for you to stay at the [Thistle Cardiff City Centre Hotel](#) for five nights from Sunday 22 June 2014 (you can stay longer if you wish)

This is a 4* star right in the City Centre so walking around the city will be very easy, including walking to the beautiful parks of Cardiff, the main shopping area and to the university and museum area. It will take you about 10 minutes to walk to the Cardiff EDC along one straight road.

Rates:

£80.00 Bed and breakfast – Double room for sole occupancy, per room per night

£90.00 Bed and breakfast – Double room for double occupancy, per room per night

Executive rooms are available at an additional charge of £20 per room per night

You need to book your accommodation directly with the hotel quoting the following code: **CARD220614**

- Telephone Chris Boocock, Reservation Administrator on +44(0) 871 376 9011, or
- Email: Chris.Boocock@thistle.co.uk

You will have to give a credit / debit card number to secure a booking and you must quote the code above to get the special price.

If you wish to stay at a hotel with a cheaper price try the following:

[Ibis Hotel \(Churchill Way\)](#)

[Ibis Hotel: \(Tyndall Street\)](#)

[Premier Inn \(Churchill Way\)](#)

(Churchill Way is in the City Centre and is within three minutes' walk to the Thistle Cardiff Centre Hotel. Tyndall Street is slightly further away but as a result is likely to be the cheapest). You can book all of these hotels online.

Getting to and from Cardiff

Cardiff does have an airport but it is not very well served by flights from other European countries. You may have to fly into another airport such as Bristol or London Heathrow and travel by coach and / or train to Cardiff

- [Cardiff](#) – the main European connection is Amsterdam with KLM, with many connecting flights. [Vueling Airlines](#) also flies from a number of Spanish airports to Cardiff. Air France fly from Paris (operated by [City Jet](#)). You can get a taxi from Cardiff Airport to the City Centre for about £20 single or catch the [T9](#) bus (€7 single or €10 return) to the Bus Station / Cardiff Central Rail Station. The Thistle Cardiff Centre Hotel is about a 8 minute walk from the Station (although you may need a taxi if you have luggage).
- [Bristol](#) – more choice than Cardiff, particularly with the cheaper airlines. There is now a [direct bus](#) from Bristol Airport to Cardiff Bus Station throughout the day and night
- [London Heathrow](#) – the biggest choice of all. To get to Cardiff from London Heathrow you can catch a [National Express Coach direct](#) OR catch a [coach to Reading](#) and then the [train](#) to Cardiff
- There are other London Airports as well and airports at Manchester and Birmingham – ask us at Cardiff for advice.

About Cardiff

<http://www.visitcardiff.com/> / <http://www.visitwales.com/>

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