**Erasmus+ Preparatory Visit[[1]](#footnote-1)**

**Programme**

# Information about the preparatory visit

|  |  |
| --- | --- |
| Field | Adult Education |
| Activity to be prepared: | Group mobility of adult learners/Individual learning mobility of adult learners/ |
| Mode: | [Choose one: Physical OR Blended OR Virtual] |
| Start date: | [DD/MM/YYYY–first day of visit at the hosting organization]  |
| End date: | [DD/MM/YYYY - last day of visit at the hosting organization] |
| Main objectives: | [Briefly indicate what is expected as a result of this preparatory visit] |

## Sending organisation

|  |  |
| --- | --- |
| Organisation name: | [Full legal name of the sending organization] |
| Address: | [Full address, including country, city and post code] |

## Hosting organisation

|  |  |
| --- | --- |
| Organisation name: | [Full legal name of the hosting organization] |
| Address: | [Full address, including country, city and post code] |

# Timetable

[Introduce the full timetable of the preparatory visit. The below table format is only a simple example that can be modified to best fit the specific activity.]

|  |  |
| --- | --- |
| **Timing** | **Activities and results** |
| [e.g. Date/Day 1 – 9:00] | [e.g. Presentations on the organization profiles’] [Setting a common frame for adult learners’ mobility activities] |
|  |  |
|  |  |
|  |  |
|  |  |

#

# Participating person(s)

The following authorized person(s) from the sending organization will take part in the preparatory visit, not more than 3 participants/ visit:

|  |  |
| --- | --- |
| Full name: |  |
| Position or qualification: |  |
| Email: |  |
| Phone number(s): |  |
| Responsibilities: |  |

[Please make copies of the above table according to the number of participating persons

**Signatures**

The signatories confirm that the parties agree to follow the above preparatory visit programme.

|  |  |  |
| --- | --- | --- |
| **For sending organisation** |  | **For hosting organisation** |
| Full name: |  |  | Full name: |  |
| Position: |  |  | Position: |  |
| Date and place: |  |  | Date and place: |  |
| Signature: |  |  | Signature: |  |

1. According to Erasmus+Programmme Guide, each preparatory visit must have a clear reasoning and must serve to improve inclusiveness, scope and quality of mobility activities. For example, preparatory visits can be organised to better prepare mobility of participants with fewer opportunities, to start working with a new partner organisation, or to prepare longer mobility activities. [↑](#footnote-ref-1)