

16th ASEF Classroom Network Conference

Leading Change: Digital Transformation of
Education in the Era of AI

Ljubljana, Slovenia | 12-16 November 2023

Practical Information

Co-organised by



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Institut "Jožef Stefan", Ljubljana, Slovenija



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Introduction

This booklet provides the participants of the conference “*Leading Change: Digital Transformation of Education in the Era of AI*” detailed information on several aspects that might be helpful prior to the departure to Ljubljana, Slovenia. Participants are kindly requested to contact the organisers (details given in Contact Details below) should they require any additional clarifications.

Dates and Venues

The 16th ASEF Classroom Network Conference (ASEF ClassNet16) will take place in Ljubljana, Slovenia from 12-16 November 2023.

The conference will mainly take place both at the **City Hotel Ljubljana** and also the **Institut “Jožef Stefan” (JSI)**. Study visits are planned to the **Gimnazija Škofja Loka**. Details of the conference venues are as follows:

City Hotel Ljubljana

Dalmatinova 15
SI - 1000 Ljubljana
Slovenia
T: +386 1 239 00 00 (Front Desk)
E: info@cityhotel.si
W: <https://www.cityhotel.si/>

Institut “Jožef Stefan” (JSI)

Jamova cesta 39
1000 Ljubljana
Slovenia
T: +386 1 477 39 00
W: <https://www.ijs.si/ijsw/JSI>

Gimnazija Škofja Loka

Podlubnik 1B
4220 Škofja Loka
Slovenia
T: +386 4 51 83 330
W: <https://www.gimnazija-skofjaloka.si/english.html>

Official Language

The official working language of ASEF ClassNet16 is English. The organisers will not provide interpretation / translation services.

Weather

Please note that it is winter season in Slovenia during November and the temperature is expected to be between 3 - 9 °C during the period of the conference. Kindly ensure you bring the appropriate warm clothing and an umbrella, just in case of wet weather.

Tech Gadgets

Participants are requested to [bring their own laptop](#), since you may need it during the Innovathon Session (Working on Ideas in Groups). We recommend that you carry a universal adaptor to ensure that your devices can be connected to the power supply and any necessity that you may require during the conference days.

Food Delights

We warmly invite you (on a voluntary basis) to bring some snacks/food from your country to showcase and share during the tea/coffee breaks on Monday, 13 November, Tuesday, 14 November and Wednesday, 15 November 2023. However, please make sure though to read the restrictions set by the local authorities before importing food to Slovenia.

Accommodation

By default, ASEF provides 4 nights of stay at [City Hotel Ljubljana](#) for ASEFClassNet16 participants. Check-in on 12 November and check-out on 16 November.

[City Hotel Ljubljana](#)

Dalmatinova 15
SI - 1000 Ljubljana
Slovenia
T: +386 1 239 00 00 (Front Desk)
E: info@cityhotel.si
W: <https://www.cityhotel.si/>

Arrival Date and Check-in time:
Sunday, 12 November 2023, 15:00 hours

Departure Date and Check-out time:
Thursday, 16 November 2023, 11:00 hours

Note: Participants who join the optional tour on Thursday, 16 November 2023 will have to check-out before the tour starts.

ASEF directly arranges the accommodation (with daily breakfast) from 12 November 2023 (check-in) – 16 November 2023 (check-out) for the participants. Participants will be accommodated in single standard rooms.

ASEF will only cover the room charges from 12-16 November 2023 (4 nights). Any other expenses of a personal nature (e.g. mini-bar, telephone, laundry, medical and room services etc.) will have to be borne by the individual participant.

Arrival to Ljubljana

All participants are required to make their own way from the Ljubljana Jože Pučnik Airport to the [City Hotel Ljubljana](#) and vice versa.

1. AIRPORT TRANSFERS

If you are keen to use the airport transfer services provided by the hotel, you may write to them at info@cityhotel.si or call them at +386 1 2390000.

The charges are as follows:

- Shuttle mini-bus – EUR 12 per person per way
- Taxi – EUR 33 per car per way

Please double check with them the cost of the airport in case they have revised the charges upon your arrival.

Alternatively, you can also book the airport transfer through another service provider GoOpti - <https://www.goopti.com/en/>

2. PUBLIC BUS SERVICES (NOMAGO COMPANY)

There are public bus operators that can take you from Ljubljana to the airport or vice versa. The journey takes approximately an hour and the cost is around EUR 4.10. You may buy your tickets directly from the driver. **Public bus 28** route operates between [Ljubljana bus station](#) (Ljubljana Avtobusna Postaja) and [Ljubljana airport](#) (Jože Pučnik Airport)

Public Bus No. 28 is run by Nomago company and operates between [Ljubljana bus station](#) (Ljubljana Avtobusna Postaja) and [Ljubljana airport](#)

Bus Departure Times from the **Airport to Ljubljana**

From Monday to Friday:

05:00, 06:00, 07:00, 08:00, 09:00, 10:00, 10:35, 11:00, 11:35, 12:00, 13:00, 14:05, 14:35, 15:00, 15:35, 16:00, 17:00, 17:35, 18:00, 18:35, 19:00, 20:00.

Saturdays, Sundays and holidays:

07:00, 10:00, 10:35, 11:35, 12:00, 14:00, 14:35, 15:35, 16:00, 17:35, 18:00, 18:35, 20:00.

Bus Departure Times from **Ljubljana to the Airport**

From Monday to Friday:

04:30, 05:00, 06:10, 07:10, 08:10, 08:30, 09:10, 09:30, 10:10, 11:10, 11:30, 12:10, 12:30, 13:10, 14:10, 15:10, 15:30, 16:10, 16:30, 17:10, 18:10, 18:30, 19:10, 20:10.

Saturdays, Sundays and holidays:

06:10, 08:30, 09:10, 09:30, 11:10, 11:30, 12:30, 13:10, 15:10, 15:30, 16:30, 17:10, 18:30, 19:10.

The distance from the [Ljubljana Bus station to City Hotel Ljubljana](#) is approximately 8 minutes' walk (600 m) and vice versa.

3. PUBLIC BUS SERVICES (AVTOBUSNA POSTAJA LJUBLJANA D. D)

Alternatively, there is also another public bus offered by the "Avtobusna postaja Ljubljana d. d.". You may check out their bus schedules at <https://www.ap-ljubljana.si/en>. Please enter **Brnik/airport Ljubljana** as a departure destination and "Ljubljana Bus Station" as the arrival destination. The cost will be lower than EUR 4.

4. TAXI

Taxi in front of the airport have significantly higher rates than the on-call taxi services. Here is a [link for the taxi service](#), where you can also schedule a transport. If there are two of you, you can also split the cost of the taxi.

Other than the transportation options given above, you might want to explore other alternatives on your own as well.

Walking Tour in Ljubljana (Sunday, 12 November 2023)

To get you familiarise with Ljubljana, our local host will organise a 30 minutes long guided walking tour on **Sunday, 12 November 2023** before the Welcome Reception at the City Hall.

Please gather at the hotel lobby at **18:00 hours**. After the guided tour, we will proceed directly to the City Hall for the Welcome Reception.

If you are not able to join the guided walking tour due to the flight arrival and is only able to join the Welcome Reception, please gather at the hotel lobby at **18:30 hours** and our host will walk you to the City Hall (approximately 10 mins walk).

Optional Tour (Thursday, 16 November 2023)

Our local host liaised with the Ljubljana Tourism to offer a 2–3-hour tour (from 10:00 am) on **Thursday, 16 November 2023**, visiting Ljubljana castle (by funicular). If you are keen to join the optional tour, please indicate your interest in the [travel details form](#). The tour will only take place, only if there are at least 25 paxs who sign-up for it.

Our local host is currently seeking sponsorship for this optional tour and if we did not succeed, the cost will approximately be EUR 16 per person (self-funded).

Registration, Informal Welcome Reception

All participants are required to **register for the ASEF ClassNet16** on **Sunday, 12 November 2023** in the lobby of the [City Hotel Ljubljana](#) between **14:30 to 16:30 hours**. For those of you who will miss the registration due to later flight arrival, we can pass you the badge and materials in the morning of Monday, 13 November 2023.

During the registration, participants will receive a conference badge which has to be displayed at all times during the course of the conference. This badge will also serve as daily attendance verification.

The Welcome Reception is hosted by Ljubljana City Hall from **19:00 to 21:00 hours** and will take place in Ljubljana City Hall, Stritarjeva ulica 2, 1000 Ljubljana.

Please gather at the hotel lobby at **18:30 hours** and our host will walk you to the City Hall (approximately 10 mins walk).

Meals & Dietary Requirements

The organisers will provide meals (as indicated in the programme) over the duration of the conference. Dinner(s) will not be provided by the organisers during the free evenings.

The organisers will accommodate participants' dietary requirements as much as possible. However, if you have specific dietary requirements which you have not yet informed us about in the registration form, kindly notify us at E: classnet@ASEF.org.

Dress Code

The dress code for the Conference is smart-casual – no tie is required.

Travel Insurance, Medical Facilities & Emergency Numbers

Please note that participants are responsible for their own insurances and expenses arising from special medical services. We highly recommend that participants obtain adequate cover for travel, health and accident insurance before departure from their home countries.

If you are currently on medication, please bring an adequate supply since the drugs prescribed to you may not be available locally. In case you might require certain

medication during the project, please inform the organisers in advance. For minor medical enquiries on site, please also inform the organisers.

Slovenia Emergency Number

The nationwide emergency phone numbers are:

Emergency call centre – emergency medical assistance, fire-fighters, veterinary assistance, rescue units. – **112**

Police – **113**

General Information on Slovenia

Local transportation

<https://www.lpp.si/en> to access information about local public transportation in Ljubljana, Slovenia.

Currency and Banking

The EUR is the official currency of Slovenia, which is a member of the European Union.

1.00 EUR = 1.06005 USD (as of 25 October 2023)

1:00 USD = 0.94330 EUR (as of 25 October 2023)

Please refer to <https://www.oanda.com/currency/converter/> or <http://www.xe.com> to find out the latest exchange rate.

Standard time zone

The standard time for Slovenia is Central European Time (CET; UTC+01:00).

Daylight saving time is observed from the last Sunday in March (02:00 CET) to the last Sunday in October (03:00 CEST).

Weather in November in Ljubljana

- Average High 6° Celsius / 63°F
- Average Low 3° Celsius / 50°F

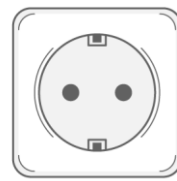
Information on the weather and forecasts in Slovenia can be found <https://meteo.arso.gov.si/met/en/>

Electricity in Slovenia

- Voltage 230 V
- Frequency 50 Hz
- Plug Type C & F



Type C



Type F

Useful Links

Asia-Europe Foundation (ASEF) – www.ASEF.org

International Research Centre on Artificial Intelligence (IRCAI) – <https://ircai.org/>

Institut “Jožef Stefan” (JSI) - <https://www.ijs.si/ijsw/JSI>

Local Transportation

The organisers will arrange local transportation to the different conference venues indicated in the programme within Ljubljana (not including airport transfers and transportation during free evenings).

Smoking

Smoking is prohibited in the premises of City Hotel Ljubljana and JSI and other conference venues. Please kindly ask for possible smokers' corners in case of need.

Please also note that smoking is prohibited in any premises of the Gimnazija Škofja Loka.

Sustainable Participation In ClassNet

Sustainable Participants

We define a sustainable participant as someone who – while participating in an ASEFEdu project – tries to **minimise her or his negative impact** on the local community, including its people, the economy and the environment. In an optimal scenario, a sustainable participant at an ASEFEdu project leaves a positive mark on fellow participants as well as the local community.

4 Reasons to be a Sustainable Participant

- It can **save you money** because of minimising the consumption of unnecessary/unwanted resources and materials.
- You **support the local economy** and local employment.
- It is **beneficial for your health**, as sustainable products and services are often healthier and environmentally friendlier.
- It **reduces your negative environmental impact**, including avoiding greenhouse gas emissions, waste generation, etc.

Waste

- Needless to say: All disposable plastic and other unnecessary waste is to be avoided.
- Make sure to carry your own (cotton) bag/backpack with you and opt for products that are not wrapped/have been transported in disposable plastic.
- Do also bring your own re-usable water bottle with you.

Office & Project Material

- To minimise the distribution of unused items and consequently the creation of unnecessary waste, ASEF does not provide participants with office supplies (pens, notebooks, USBs, etc.). Please bring your own note taking materials/electronic devices
- Before printing multiple copies of all project materials, assess if you would really need them. Most of the times, electronic copies of the project materials might be enough.

While at the project

- ASEFEdu will organise transportation from the accommodation to the respective conference venues. When possible, this will be done by foot and where not possible by public transport/bus.
- If there is free time after the programme, and you decide to explore the city, whenever possible, opt to do so by foot, bicycle or public transport.

More tips and tricks how to become a more sustainable traveller?
See our [Video here](#) from the 22nd ASEF Summer University on sustainable tourism.

**Contact Details of the
Co-organisers**

If you require any further information on logistical matters and/or your participation at the project, please contact the ASEF ClassNet Team at classnet@ASEF.org.

If you have any urgent matters, you can contact the organising team in Slovenia through the details below:

The contact details of the co-organisers are as follows:

Institut "Jožef Stefan" (JSI)**Ms Monika KROPEJ**

Local organiser

WhatsApp Only: +386-40-664 699

E: monika.kropej@ijs.si

Ms Mihajela ČRNKO

Local organiser

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E: mihajela.crnko@ijs.si

Asia-Europe Foundation (ASEF)**Ms Angie TOH**

ClassNet Coordinator

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E: angie.toh@ASEF.org

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ClassNet Coordinator

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E: jyoti.rahaman@ASEF.org

Co-organised by



The Asia-Europe Foundation (ASEF) promotes understanding, strengthens relationships and facilitates cooperation among the people, institutions and organisations of Asia and Europe. ASEF enhances dialogue, enables exchanges and encourages collaboration across the thematic areas of culture, education, governance, sustainable development, economy, public health and media.

ASEF is an intergovernmental not-for-profit organisation located in Singapore. Founded in 1997, it is the only institution of the Asia-Europe Meeting (ASEM).

ASEF runs more than 25 projects a year, consisting of around 100 activities, mainly conferences, seminars, workshops, lectures, publications, and online platforms, together with about 125 partner organisations. Each year over 3,000 Asians and Europeans participate in ASEF's activities, and much wider audiences are reached through its various events, networks, and web-portals.

For more information, please visit www.ASEF.org



The International Research Centre on Artificial Intelligence (IRCAI) under the auspices of UNESCO is a dedicated scientific network, committed to “bridge both artificial intelligence and sustainable development” ensuring via any available means be it research, policy or technology, that the public is the main beneficiary of our actions. We've built an international and inclusive environment where collaboration is encouraged and learning is shared freely. With a particular focus on equity, inclusion and diversity, we develop insights, frameworks and tools to help both us and the broader AI community create AI that represents the diversity and development concerns of people across the world.

For more information, please visit <https://ircai.org/>



The Jožef Stefan Institute is the leading Slovenian scientific research institute, covering a broad spectrum of basic and applied research. The staff of about 1050 specializes in natural sciences, life sciences and engineering. The subjects concern production and control technologies, communication and computer technologies, knowledge technologies, biotechnologies, new materials, environmental technologies, nanotechnologies, and nuclear engineering. The mission of the Jožef Stefan Institute is the accumulation - and dissemination - of knowledge at the frontiers of natural science and technology to the benefit of society at large through the pursuit of education, learning, research, and development of high technology at the highest international levels of excellence.

For more information, please visit <https://www.ijs.si/ijsw/JSI>

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City of
Ljubljana



Visual Concept

The “Fortune Teller” has gone by a variety of names across cultures, for example cootie catcher, salt cellars or paku-paku. It used to be a popular paper game and was even played to get answers about the future. The player had 2 moves and 4 choices to come to one of 8 possible pictures or messages about the future.

Times have changed. From human imagination and “Fortunes Tellers”, we have shifted to creative human minds and “Artificial Intelligence (AI)” to foresee the future. 2 moves, 4 choices and 8 scenarios have now become 1s, 0s and millions of possibilities.