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AN ERASMUS+ LEARNING RESOURCE · A PRACTICAL GUIDE

AI-based Methods, Tools & Techniques.

A practical guide for adult educators, trainers, and learning designers navigating the AI-saturated classroom of 2026.

PROJECT

Expeditions for Change:
Navigating the Skills & AI Landscape
(EXChange AI)

CONSORTIUM

EXPERT POOL — Bulgaria · M2C Institut — Germany · A Rocca — Italy

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FRONT MATTER

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Main project team

COORDINATOR
Krasimir Petkov, PhD — Project Manager and Consortium Coordinator
EXPERT POOL — Bulgaria

PARTNER DE
Martin Koplin
M2C Institut für Angewandte Medienforschung GmbH, Germany

PARTNER IT
Serena Perdichizzi
A Rocca, Italy

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A note on what this guide is — and is not

This guide is not a neutral product catalogue. Every tool described here has implications for academic integrity, data privacy, equity of access, and the nature of human creativity and authorship. These implications are acknowledged throughout, and educators are encouraged to approach each tool with both curiosity and critical discernment.

The EU AI Act, which entered into force in 2024 and is progressively applicable from 2025, provides important legal and ethical scaffolding for this work. Responsible AI use is not optional; it is foundational.

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CHAPTER 01

Introduction.

By **Krasimir Petkov, PhD** — Project Manager and Consortium Coordinator,
EXChange AI · EXPERT POOL — Bulgaria

We are living through one of the most significant technological transitions in the history of human learning. Artificial Intelligence is no longer a distant promise — it is an active participant in our classrooms, training rooms, and lifelong learning environments. The question is no longer whether AI will change adult education. It already has. The question is how deliberately and wisely we engage with it.

This publication — *AI-based Methods, Tools & Techniques* — is an output of the EXChange AI project, *Expeditions for Change: Navigating the Skills & AI Landscape*. It is designed as a practical guide for adult educators, trainers, and learning designers who want to understand, adopt, and critically engage with the AI tools that are reshaping how knowledge is created, shared, and absorbed.

The EXChange AI project was born from a simple observation: adult educators across Europe are increasingly expected to integrate digital and AI-enhanced tools into their practice, yet many lack the structured support, curated resources, or shared professional vocabulary to do so confidently and responsibly. Our partnership — bringing together EXPERT POOL from Bulgaria, M2C Institut from Germany, and A Rocca from Italy — set out to bridge this gap through practical, context-sensitive resources developed by educators for educators.

> **What you hold in your hands is not a technology manual. It is a pedagogical companion.**

Each tool described here has been selected, evaluated, and framed not for its technical sophistication, but for its relevance to the core challenges and opportunities of adult education: fostering creativity, building genuine productivity, and supporting deep, meaningful learning.

The three organising categories — Creativity, Productivity, and Teaching & Learning — are not arbitrary. They reflect the three domains in which AI is having the most transformative and immediate impact on the practice of adult educators and their learners.

Three domains, one expedition

In the domain of **Creativity**, AI tools are democratising the ability to produce high-quality visual, audio, and video content. An educator who once needed specialist skills to create a professional training video or a branded infographic can now accomplish this with a well-crafted prompt and a few minutes of iteration. This is not about replacing artistry — it is about removing the friction between an educator's vision and their ability to realise it.

In the domain of **Productivity**, AI is offering something genuinely new: the ability to compress time. Tasks that once consumed entire mornings — drafting course materials, transcribing workshop discussions, translating resources for multilingual groups, preparing meeting summaries — can now be accomplished in minutes. This is not efficiency for its own sake; it is time liberated for deeper human engagement with learners.

In the domain of **Teaching & Learning**, the transformation is most profound and most complex. AI is not merely a tool that teachers use — it is increasingly a presence that learners interact with directly, sometimes bypassing traditional educational structures altogether. Understanding how AI can serve as a genuine thought partner, a personalised tutor, and a catalyst for critical thinking — rather than a shortcut to superficial answers — is perhaps the most urgent challenge facing adult education today.

A critical companion, not a catalogue

I want to be clear about what this guide is not. It is not a neutral product catalogue. Every tool described here has implications — for academic integrity, for data privacy, for equity of access, for the nature of human creativity and authorship. These implications are acknowledged throughout, and educators are encouraged to approach each tool with both curiosity and critical discernment. The EU AI Act, which entered into force in 2024 and is progressively applicable from 2025 onwards, provides important legal and ethical scaffolding for this work. Responsible AI use is not optional; it is foundational.

This guide also acknowledges the extraordinary pace of change in this field. Some of the tools described here will evolve significantly; others may be superseded. What will not change is the underlying pedagogical logic: good teaching requires understanding your learners, designing for active engagement, building critical thinking, and creating conditions for genuine growth. AI tools, at their best, support all of these aims. At their worst, they undermine them. The educator's professional judgement remains irreplaceable.

> The expedition is just beginning.

I invite you to read this guide not as a final word, but as a starting point. Try the tools. Reflect on what they change in your practice. Share your experience with colleagues. Return to the pages that challenge you. And hold always in view the learners whose growth and dignity your work is ultimately in service of.

Krasimir Petkov, PhD
Sofia, Bulgaria — 2025

CHAPTER 02

Contextual framework: the AI-transformed learning environment.

Before exploring the specific tools, methods, and techniques that AI makes available to adult educators, it is essential to understand the broader pedagogical landscape in which these tools operate.

This chapter draws on three foundational perspectives — the digital lesson architecture, the AI learning partnership, and the pedagogical design imperative — to establish the conceptual grounding for everything that follows.

THREE FOUNDATIONAL PERSPECTIVES

1. The digital lesson — five content surfaces the contemporary educator must design across.

2. The AI learning partnership — moving from the answer machine to the thought partner.

3. Pedagogical design protocol — four principles for re-engineering coursework in an AI-saturated environment.

1. Inside the digital lesson: five content surfaces for the 2026 classroom

The modern adult education classroom has undergone a fundamental architectural shift. In 2026, building a high-quality learning experience is no longer about selecting a single platform or mastering a single tool. It is about understanding the multiple **content surfaces** that learners interact with simultaneously and designing coherently across all of them.

01 The synchronous live space

The real-time environment in which educator and learners meet. AI tools now support this space through real-time transcription (Otter.ai, Fireflies), intelligent presentation (Gamma, Beautiful.ai), and adaptive facilitation support.

02 The asynchronous content library

Recorded lectures, instructional videos, and curated resources form the backbone of self-directed learning. AI tools now make it possible to create professional-quality video (Synthesia, HeyGen), voiceovers (ElevenLabs, Murf.ai), and structured materials (Notion, Gamma) without specialist skills.

03 The interactive practice environment

Quizzes, simulations, role-play scenarios, and formative assessments constitute the practice surface. AI is enabling adaptive learning experiences whose difficulty and format respond to individual learner progress. Tools like Google AI Studio and NotebookLM make this kind of personalisation accessible to individual educators, not just platform providers.

04 The collaborative workspace

Group projects, discussion forums, peer review, and co-creation require collaborative infrastructure. AI now supports this surface through intelligent summarisation (NotebookLM), automated facilitation prompts, and workflow automation (Zapier, Make, Notion). The risk educators must manage is the premature substitution of genuine human collaboration with AI-mediated pseudo-collaboration.

05 The personal learning environment

Increasingly, learners bring their own AI tools to the learning experience — using ChatGPT to draft assignments, Perplexity to research topics, or Claude to get feedback on their writing. Educators who design as if this surface does not exist are designing for a learner population that no longer exists.

> The educator's task is not to control all five surfaces, but to design coherently across them.

This requires a new kind of pedagogical architecture thinking: ensuring that what happens in the live space connects meaningfully to the asynchronous library, reinforces the practice environment, and aligns with learners' personal AI experiences.

2. The AI learning partnership: from answer machine to thought partner

Learning in the age of artificial intelligence has moved beyond the "answer generator" phase. The earliest wave of AI adoption in education was characterised by what we might call the **Phase of Passive Acceptance**: AI simply made things faster. Students asked questions; AI provided answers. The relationship was transactional and largely unreflective.

We have now entered a more demanding and more rewarding phase: the **AI Learning Partnership**. In this phase, AI is not simply a tool that responds to commands — it is a cognitive collaborator that can challenge assumptions, generate alternative perspectives, and support deeper reasoning when engaged with intentionality and critical awareness.

Three practical implications

IMPLICATION 01

The pedagogy of prompting

The quality of what learners — and educators — receive from AI systems is directly determined by the quality of their prompts. Prompt engineering is not a technical skill for developers; it is a literacy for all AI users.

IMPLICATION 02

The verification imperative

AI systems hallucinate. This is not a bug that will be fully fixed — it is a structural feature of large language models. Educators must build verification habits into their pedagogy, modelling fact-checking and source evaluation.

IMPLICATION 03

The ethics of AI partnership

When learners use AI as a genuine thought partner, the boundary between original thought and AI-assisted thought becomes complex. The position advocated in this guide is transparency: learners should always disclose how AI has contributed to their work, and educators should design tasks that make meaningful human contribution irreplaceable.

3. Pedagogical design protocol: re-engineering coursework for the AI-saturated environment

In the era of generative intelligence, institutional and individual success is predicated on moving beyond defensive posturing toward strategic reinvention. The most forward-thinking adult educators are not asking *"how do we prevent AI use?"* They are asking *"how do we design learning experiences that are richer, more demanding, and more meaningful precisely because AI is available?"*

PRINCIPLE 01

Identify what AI cannot replace

Human experience, embodied knowledge, emotional intelligence, ethical judgement, and the capacity for genuine relationship are not replicable by AI. Reflective journals, peer mentoring, and community-based projects remain powerfully AI-resistant.

PRINCIPLE 02

Redesign assessment for the AI age

If an assessment can be completed adequately by an AI system without meaningful human contribution, it is probably not a good assessment. Process, performance, and dialogue-based assessment all regain their value.

PRINCIPLE 03

Build AI literacy as a curriculum goal

AI literacy should be an explicit learning outcome in adult education programmes — not a supplementary "digital skills" module, but a core professional competency for virtually every occupational and civic context.

PRINCIPLE 04

Design for human–AI complementarity

Combine what AI does well (rapid research, content generation, pattern recognition) with what humans do well (judgement, creativity, empathy, ethical reasoning, contextual interpretation).

AI and the EU regulatory context

Adult educators designing for the AI-saturated environment must also be aware of the regulatory context in which AI tools operate. The **EU AI Act** (Regulation (EU) 2024/1689), which entered into force on 1 August 2024, establishes a risk-based framework for AI systems.

Certain uses — social scoring, subliminal manipulation, real-time biometric surveillance — are prohibited outright. Educational applications of AI tools carry specific obligations regarding **transparency**, **bias avoidance**, and **learner rights**. Educators and institutions bear responsibility for ensuring that the AI tools they recommend and deploy comply with this framework.

EDUCATOR'S CHECKLIST · EU AI ACT

- **Prohibited practices** — fully applicable from February 2025. Confirm no tool you recommend implements social scoring, subliminal manipulation, or untargeted biometric scraping.
- **High-risk AI in education** — subject to conformity assessment and transparency requirements before deployment.
- **General-purpose AI models** — subject to transparency and copyright obligations.
- **Fundamental rights impact assessments** — required before deploying AI in education contexts.

Further guidance on the EU AI Act's prohibited AI practices can be found at the European Commission's official resources and through specialist analysis sources (see References).

GDPR and learner data

GDPR compliance remains relevant for any AI tool that processes personal data of learners, and institutions should ensure that learner-facing AI tools meet applicable data protection standards. Many popular AI tools offer specific educational or enterprise plans with enhanced data protection provisions — educators should ensure they are using appropriate subscription tiers rather than consumer-grade accounts.

> Responsible AI use is not optional. It is foundational.

What follows is the practical core of this guide: three curated sections, each organised around a domain in which AI is reshaping adult education practice. Each tool is presented with its category, web address, a short critical description, and a focused list of educator use cases.

SECTION I

Creativity.

AI tools for creative expression, content production, and visual communication — democratising the skills that once required studios, cameras, and specialists.

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SECTION I

Creativity tools.

The following AI tools support creative content production in adult education contexts. Each entry includes a description, key use cases for educators, and the tool's web address.

Tools have been selected for their **accessibility**, **educational relevance**, and **practical value** in non-specialist settings.

Visual & design

VISUAL DESIGN & PRESENTATIONS

canva.com

Canva Magic Studio

An AI-enhanced design suite that makes professional visual content creation accessible to educators without graphic design training. Magic Studio adds Magic Design (full decks or social graphics from a text prompt), Magic Write (in-design copywriting), Magic Eraser (background removal), and text-to-image generation. Especially valuable for branded workshop materials, professional learning resources, and visual summaries of complex content. Collaborative features allow learner groups to co-create design projects in real time.

KEY USE CASES FOR EDUCATORS

- → Generating professional workshop slide decks and training materials from text outlines.
- → Creating visual infographics to summarise complex learning content.
- → Designing multilingual learning materials with built-in translation support.
- → Supporting learner projects in visual communication and digital content creation.
- → Producing social media content for course promotion and community building.

AI IMAGE GENERATION

midjourney.com

Midjourney

One of the leading text-to-image AI platforms, producing highly detailed and artistically sophisticated images from text prompts. Operating through Discord and a dedicated web platform, it allows educators and learners to generate custom illustrations, conceptual artwork, and visual metaphors. Known for the aesthetic quality of its outputs. Educators should be aware that image generation raises copyright and attribution questions and should include guidance on responsible use.

KEY USE CASES FOR EDUCATORS

- → Generating custom illustrations for course materials, case studies, and presentations.
- → Teaching learners about AI creative capabilities and prompt engineering.
- → Exploring visual communication and design thinking in creative courses.
- → Producing scenario imagery for case-study-based learning without stock photo costs.
- → Discussing copyright, creative ownership, and authorship in the digital age.

AI IMAGE & CONTENT GENERATION

adobe.com/products/firefly

Adobe Firefly

Adobe's family of generative AI tools, integrated directly into Adobe Creative Cloud applications including Photoshop and Illustrator. Generative fill, generative expand, and text-to-image features let educators using the Adobe ecosystem create and modify visual content with natural-language prompts. Firefly is built on commercially safe training data — images licensed from Adobe Stock and other cleared sources — making it more appropriate for professional and institutional use than some alternatives.

KEY USE CASES FOR EDUCATORS

- → Editing and enhancing existing training images and visual materials with generative fill.
- → Generating contextually appropriate illustrations for e-learning modules.
- → Teaching digital media production and AI-assisted design in creative programmes.
- → Demonstrating responsible AI image generation with commercially cleared content.

OPEN-SOURCE IMAGE GENERATION

stability.ai

Stability.AI (Stable Diffusion)

Developer of Stable Diffusion, the leading open-source text-to-image AI model. Unlike proprietary platforms, Stable Diffusion can be run locally on consumer hardware, making it uniquely appropriate for privacy-conscious educational settings or institutions with data sovereignty concerns. An excellent case study for discussing AI openness, community development, and the democratisation of AI capabilities.

KEY USE CASES FOR EDUCATORS

- → Exploring AI image generation in resource-constrained or privacy-sensitive environments.
- → Teaching about open-source AI and the contrast with proprietary AI systems.
- → Generating custom imagery for educational materials without cloud data processing.
- → Supporting research projects exploring AI capabilities and limitations.

AI IMAGE GENERATION

app.leonardo.ai

Leonardo.Ai

A text-to-image platform built on fine-tuned versions of Stable Diffusion, offering specialised models for photo-realism, 3D animation, concept art, and pixel art. Its Canvas feature enables iterative image editing and extension. Particularly valued by creative educators for its model diversity — allowing learners to explore how different training data and fine-tuning approaches produce characteristically different visual aesthetics. A generous free tier supports learner experimentation.

KEY USE CASES FOR EDUCATORS

- → Exploring different AI visual styles and aesthetic approaches in art and design courses.
- → Supporting creative projects across photography, illustration, and digital art.
- → Demonstrating how AI model training shapes creative outputs.
- → Generating diverse visual content for multilingual and multicultural learning materials.

AI DESIGN ASSETS

freepik.com

Freepik AI Suite

Freepik has evolved from a stock image repository into a comprehensive AI-powered design platform. Its AI Image Generator, Freepik Pikaso (real-time text-to-image), and AI-enhanced search make it one of the most accessible creative tools for educators. Licensing clearly distinguishes between free and premium assets, and AI-generated content is available under defined licensing terms. The platform integrates well with Canva and other design tools.

KEY USE CASES FOR EDUCATORS

- → Sourcing licensed AI-generated and stock imagery for course materials.
- → Teaching learners about digital asset licensing and copyright.
- → Generating visual content for presentations, worksheets, and e-learning modules.
- → Supporting learner projects in graphic design and visual communication.

Audio & music

AI MUSIC GENERATION

suno.com

Suno

An AI music generation platform that creates original, complete songs — including lyrics, vocals, melody, and instrumentation — from text prompts. For adult education, Suno opens remarkable possibilities: learners can create theme songs for their professional projects, generate background music for video productions, or explore the intersection of AI and artistic creativity. Discussions of copyright, musical authorship, and the implications of AI-generated music are natural pedagogical extensions.

KEY USE CASES FOR EDUCATORS

- → Creating custom background music for video-based learning materials.
- → Supporting creative and arts-based learning projects.
- → Exploring AI capabilities in creative arts with learner groups.
- → Generating themed audio content for immersive learning experiences.
- → Facilitating discussions about AI creativity, copyright, and artistic authorship.

AI VOICE SYNTHESIS & CLONING

elevenlabs.io

ElevenLabs

The leading AI voice synthesis platform, producing natural-sounding synthetic speech in over 30 languages with extraordinary fidelity. Its text-to-speech supports voice cloning, voice design, and multilingual dubbing. Transformative for accessible multilingual learning materials and audio versions of written content for learners with visual impairments or dyslexia. Educators must address the ethical dimensions of voice cloning explicitly, including its potential for misuse in synthetic media.

KEY USE CASES FOR EDUCATORS

- → Creating professional voiceovers for e-learning modules and instructional videos.
- → Producing multilingual versions of course content through AI dubbing.
- → Making written materials accessible through high-quality audio conversion.
- → Supporting learners with visual impairments or reading difficulties.
- → Exploring voice AI ethics including deepfakes, consent, and synthetic media literacy.

AI TEXT-TO-SPEECH

murf.ai

Murf.ai

A text-to-speech platform designed specifically for professional content creators and educators. Unlike general-purpose voice synthesis tools, Murf provides a full studio interface where educators can synchronise AI voiceovers with slide presentations, adjust pacing and emphasis, and select from over 120 voices across 20+ languages. Direct integration with Google Slides makes it particularly accessible for educators already working within Google Workspace.

KEY USE CASES FOR EDUCATORS

- → Producing voiced slide presentations and e-learning modules.
- → Creating multilingual course content without human voice actors.
- → Adding professional narration to training videos and tutorials.
- → Supporting accessibility through audio versions of learning materials.

Video

AI VIDEO GENERATION & EDITING

runwayml.com

Runway ML

A professional AI creative suite offering some of the most sophisticated AI video generation and editing capabilities available to non-technical users. Its flagship Gen-3 Alpha model generates high-quality, realistic short videos from text or image prompts. Additional features include AI-powered video inpainting, motion tracking, background removal, and style transfer. A professional-grade tool whose interface, while more complex than consumer-oriented tools, rewards learner investment.

KEY USE CASES FOR EDUCATORS

- → Creating professional-quality training and marketing videos without camera crews.
- → Supporting creative industries and media production courses with real-world tools.
- → Teaching advanced AI video capabilities and their creative and ethical implications.
- → Producing scenario-based video content for professional skills training.

AI VIDEO GENERATION

pika.art

Pika

An accessible text-to-video and image-to-video AI platform designed for creators who want to generate short, dynamic video clips quickly. Its intuitive interface allows educators and learners to animate still images and generate clips from text prompts. A relatively gentle learning curve and generous free tier make it an excellent introduction to AI video generation for learner groups, particularly in programmes addressing digital communication, marketing, or media literacy.

KEY USE CASES FOR EDUCATORS

- → Introducing learner groups to AI video generation as a creative and professional skill.
- → Creating animated visual explanations of complex concepts.
- → Supporting digital marketing and social media communication courses.
- → Generating engaging short video content for course promotion materials.

AI VIDEO GENERATION

klingai.com

Kling AI

Developed by Kuaishou Technology, Kling AI is a generative video platform that produces cinematic-quality videos from text prompts and images, with notable capabilities in realistic motion, lip-syncing, and character consistency across frames. Its technical capabilities have positioned it as a strong competitor to Western AI video platforms. Particularly relevant where high-quality character animation or avatar-based video content is needed for training.

KEY USE CASES FOR EDUCATORS

- → Creating high-quality character-based training scenarios.
- → Generating professional video content for institutional communications.
- → Exploring global AI development and international AI platform diversity with learners.
- → Producing character-consistent video series for course materials.

AI VIDEO CREATION PLATFORM

invideo.io

InVideo AI

A comprehensive AI video creation platform that allows educators to generate full-length training videos, explainer content, and promotional materials from text prompts or scripts. Its workflow — from script to stock footage selection to voiceover to final video — is significantly more automated than traditional video editing tools, making it accessible to educators with no video production background. Supports team collaboration, multi-language production, and direct export.

KEY USE CASES FOR EDUCATORS

- → Creating full training videos from course outlines and scripts without video production skills.
- → Producing multilingual instructional videos for diverse learner groups.
- → Supporting educators in building flipped-classroom video libraries.
- → Teaching learners to produce professional video content for real-world applications.

CONTENT REPURPOSING & SHORT VIDEO

pictory.ai

Pictory

Pictory specialises in transforming long-form text and video content into short, engaging clips optimised for different platforms. Educators who have recorded webinars, lectures, or workshops can use Pictory to automatically identify key moments, add captions, and produce short highlight clips suitable for social media or microlearning contexts — significantly extending the reach and longevity of educational content already produced.

KEY USE CASES FOR EDUCATORS

- → Repurposing recorded workshops and lectures into short, shareable learning clips.
- → Creating captioned video content for accessibility and social media distribution.
- → Building microlearning libraries from existing long-form educational content.
- → Teaching content strategy and multi-platform publishing in media courses.

SECTION II

Productivity.

AI tools for workflow efficiency, communication, and professional performance — compressing time so it can be spent on the human moments that matter.

TOOLS COVERED IN THIS SECTION

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SECTION II

Productivity tools.

The productivity tools described here support the organisational, communicative, and content-development aspects of adult education practice. They have been selected for their practical relevance to common educator workflows and their potential to reclaim time for higher-value human activities.

AI assistants & research

GENERAL AI ASSISTANT — chatgpt.com

ChatGPT

ChatGPT, developed by OpenAI, is the AI tool that most adult educators and learners are likely to encounter first. Available in free and paid tiers, it provides access to OpenAI's language models for a vast range of tasks. Most productively understood not as a content generator but as a knowledgeable thinking partner that responds to clear, specific prompting. Its outputs always require critical review, particularly for factual accuracy.

KEY USE CASES FOR EDUCATORS

- → Drafting and refining course materials, lesson plans, and assessment tasks.
- → Generating differentiated explanations of complex content for diverse learner groups.
- → Creating quiz questions, discussion prompts, and learning activities.
- → Assisting with professional communications: emails, reports, funding applications.
- → Supporting non-native English speaker educators with language polishing.

AI ASSISTANT & ANALYSIS — claude.ai

Claude (Anthropic)

Distinguished by strong performance on tasks requiring careful reasoning, nuanced analysis, extended writing, and adherence to complex instructions. Its Constitutional AI training approach gives it notably careful handling of sensitive topics — an important consideration for adult education contexts dealing with vulnerable populations, safeguarding issues, or politically sensitive subject matter. Its large context window makes it particularly effective for working with long documents.

KEY USE CASES FOR EDUCATORS

- → Analysing and summarising lengthy policy documents, research papers, and reports.
- → Producing carefully reasoned and ethically sensitive educational materials.
- → Reviewing and providing constructive feedback on learner-submitted drafts.
- → Developing complex rubrics and assessment frameworks.
- → Supporting evidence synthesis for CPD and professional learning activities.

MULTIMODAL AI ASSISTANT

gemini.google.com

Google Gemini

Google's multimodal AI system, capable of processing and generating text, images, audio, and video simultaneously. Its deep integration with Google Workspace (Docs, Slides, Sheets, Gmail) makes it immediately practical for educators already operating within the Google ecosystem. Connection to Google Search ensures more reliable grounding in current information than some standalone AI models.

KEY USE CASES FOR EDUCATORS

- → Drafting and editing course content directly within Google Docs and Slides.
- → Analysing images, diagrams, and visual data in multimodal learning contexts.
- → Summarising YouTube educational content for course preparation.
- → Integrating AI assistance into existing Google Workspace workflows.
- → Processing and summarising Google Meet recordings and transcripts.

AI RESEARCH ENGINE

perplexity.ai

Perplexity AI

Perplexity reimagines search as an AI-powered research assistant. Unlike traditional search engines that return links, it provides direct, cited answers to complex questions, drawing on current web content and providing transparent source references. This sourced-answer approach makes it significantly more suitable for educational research contexts than general-purpose AI chatbots, as claims can be verified against the provided citations.

KEY USE CASES FOR EDUCATORS

- → Rapid background research for course content development with verifiable sources.
- → Teaching learners about AI-assisted research and critical source evaluation.
- → Staying current with developments in fast-moving professional fields.
- → Preparing evidence-based discussion materials for workshops and seminars.

AI ASSISTANT · MICROSOFT ECOSYSTEM

copilot.microsoft.com

Microsoft Copilot

Microsoft Copilot integrates AI assistance directly into the Microsoft 365 suite — Word, PowerPoint, Excel, Outlook, Teams, and OneNote. For institutions operating within Microsoft environments, the most practically integrated AI productivity tool available. Microsoft's enterprise-grade security and GDPR compliance framework make Copilot appropriate for institutional deployment in contexts where data protection is a primary concern.

KEY USE CASES FOR EDUCATORS

- → Drafting and formatting course documents, handouts, and reports in Word.
- → Generating presentation slides from written outlines in PowerPoint.
- → Summarising email threads and meeting recordings in Outlook and Teams.
- → Analysing learner data and attendance records in Excel.
- → Supporting institutional communications and administrative correspondence.

Writing & presentation

AI WRITING ASSISTANT

grammarly.com

Grammarly

The most widely used AI writing assistant, supporting grammar correction, clarity improvement, tone adjustment, and stylistic refinement across multiple platforms. Its browser extension integrates seamlessly with virtually every web-based writing environment. For educators supporting learners with English as an additional language, Grammarly is a particularly valuable accessibility tool that builds rather than replaces learner competence.

KEY USE CASES FOR EDUCATORS

- → Improving the clarity and professionalism of course materials and communications.
- → Supporting learners with English as an additional language in academic writing.
- → Maintaining consistent tone and style across multi-author course documents.
- → Teaching writing skills and professional communication through AI-assisted feedback.
- → Checking for inadvertent plagiarism in institution-produced materials.

PARAPHRASING & WRITING IMPROVEMENT

quillbot.com

QuillBot

A paraphrasing and writing improvement tool that helps educators and learners rephrase, simplify, summarise, and improve text. Its Paraphraser offers multiple modes including Formal, Creative, and Shorten, allowing precise control over the register and complexity of language. Particularly valuable for adapting content to different learner levels and simplifying complex academic text.

KEY USE CASES FOR EDUCATORS

- → Adapting academic or technical text to appropriate reading levels for adult learners.
- → Simplifying complex policy documents or professional guidance for learner groups.
- → Supporting educators in producing plain-language versions of specialist content.
- → Teaching learners about paraphrasing, summarisation, and academic writing conventions.

COLLABORATIVE WORKSPACE WITH AI

notion.com

Notion AI

Notion AI transforms Notion's collaborative workspace into an AI-enhanced knowledge management system. Educators can build course wikis, learner handbooks, resource libraries, and project management systems, with AI assistance available throughout for drafting, summarising, translating, and improving content. For teams of educators collaborating on programme development, a particularly rich shared environment.

KEY USE CASES FOR EDUCATORS

- → Building comprehensive course wikis and learner resource hubs.
- → Managing programme development projects and team collaboration.
- → Creating AI-assisted meeting notes and action item tracking for CPD sessions.
- → Developing and maintaining curriculum documentation and course specifications.
- → Organising and tagging large libraries of learning resources.

AI PRESENTATION CREATION

gamma.app

Gamma

An AI presentation tool that generates complete, visually polished presentations, documents, and web pages from text outlines. Unlike traditional presentation tools that require manual design decisions for each slide, Gamma's AI handles layout, visual hierarchy, and design coherence automatically. Educators can transform a bullet-pointed session plan into a professional-looking presentation in minutes.

KEY USE CASES FOR EDUCATORS

- → Rapidly producing professional presentations for workshops, courses, and CPD sessions.
- → Transforming written course outlines into visually coherent slide decks.
- → Creating shareable interactive learning guides and resource documents.
- → Supporting learner presentation projects with AI-assisted design.

SMART PRESENTATION DESIGN

beautiful.ai

Beautiful.ai

Uses AI-powered smart templates that automatically adjust layout and design as content is added, removing the design decisions that slow down presentation creation. Templates are built on established design principles, ensuring that educator-produced presentations maintain visual coherence. Particularly effective for structured content — bulleted lists, process flows, comparison tables.

KEY USE CASES FOR EDUCATORS

- → Creating professionally designed course presentations without manual design decisions.
- → Standardising the visual quality of educational materials across teaching teams.
- → Rapid prototyping of workshop activities and learning journey visualisations.
- → Teaching presentation design principles through AI-assisted template systems.

Automation & time

WORKFLOW AUTOMATION

zapier.com

Zapier

The leading no-code workflow automation platform, connecting over 6,000 applications to automate repetitive tasks. For adult educators, Zapier can automate processes such as enrolling learners in LMS when they complete a registration form, sending personalised follow-up emails, or triggering reminders for upcoming assignment deadlines. Its AI-powered workflow builder creates automation sequences from natural language descriptions.

KEY USE CASES FOR EDUCATORS

- → Automating learner enrolment, welcome messages, and onboarding sequences.
- → Synchronising learner data across registration, LMS, and communication platforms.
- → Setting up automated assignment deadline reminders and feedback triggers.
- → Connecting different educational platforms without manual data transfer.
- → Teaching digital workflow design and automation thinking in professional development.

VISUAL WORKFLOW AUTOMATION

make.com

Make (formerly Integromat)

A powerful visual workflow automation platform offering more complex automation capabilities than Zapier, with a distinctive drag-and-drop scenario builder. Its pricing model makes it cost-effective for educational institutions automating complex multi-step workflows. Also serves as an excellent teaching tool for introducing automation concepts and visual programming logic.

KEY USE CASES FOR EDUCATORS

- → Building complex multi-step automation workflows for learner management.
- → Connecting learning management systems with external databases and communications tools.
- → Teaching automation and workflow design concepts in digital skills programmes.
- → Automating content distribution and scheduling across multiple platforms.

AI TIME MANAGEMENT

usemotion.com

Motion

An AI-powered time management and scheduling tool that automatically prioritises tasks, schedules meetings, and plans work based on deadlines, priorities, and available time. For educators managing complex schedules — balancing delivery, content development, learner support, administration, and professional development — Motion's AI scheduling significantly reduces the cognitive overhead of planning.

KEY USE CASES FOR EDUCATORS

- → Managing complex teaching and administrative schedules with AI-assisted prioritisation.
- → Protecting time for deep work such as curriculum development and content creation.
- → Coordinating scheduling across multi-educator teaching teams.
- → Teaching time management and personal productivity in professional development contexts.

AI CALENDAR ASSISTANT

reclaim.ai

Reclaim.ai

Reclaim.ai intelligently manages calendar schedules by automatically finding optimal times for tasks, habits, and meetings. Its AI understands priorities and deadline pressures, protecting focused working time while keeping schedules flexible. For educators, the Habits feature is particularly valuable — automatically scheduling recurring professional activities such as learner feedback sessions or course preparation time.

KEY USE CASES FOR EDUCATORS

- → Protecting regular time for course preparation, feedback, and professional development.
- → Automating scheduling of recurring learner check-in meetings.
- → Reducing scheduling overhead for team meetings and collaborative planning sessions.
- → Modelling healthy professional time management for learner groups.

Meetings, translation & project management

AI TRANSCRIPTION & MEETING NOTES

otter.ai

Otter.ai

Otter.ai provides real-time AI transcription and meeting note-taking for live and recorded conversations. For adult educators, the most immediately valuable application is automatically transcribing and summarising workshop discussions, guest speaker sessions, or professional development events, producing searchable, shareable records. Speaker identification distinguishes between multiple voices. Educators should be transparent with learners about when transcription is being used.

KEY USE CASES FOR EDUCATORS

- → Automatically transcribing and summarising workshop sessions and group discussions.
- → Producing accessible text versions of live educational events for learners.
- → Recording and summarising guest speaker sessions for asynchronous learning access.
- → Supporting educators with accessibility needs in producing written meeting records.
- → Creating searchable archives of professional learning events and CPD sessions.

AI MEETING ASSISTANT

fireflies.ai

Fireflies.ai

A comprehensive AI meeting assistant that records, transcribes, summarises, and analyses meetings across all major video conferencing platforms. Beyond transcription, Fireflies identifies action items, questions asked, and key topics discussed, producing structured summaries that can be shared with participants and absent colleagues.

KEY USE CASES FOR EDUCATORS

- → Automating minutes and action item tracking for programme planning meetings.
- → Creating structured summaries of learner tutorial and mentoring sessions.
- → Supporting programme evaluation by analysing themes across multiple meeting recordings.
- → Reducing administrative load on teaching teams through automated documentation.

AI TRANSLATION

deepl.com

DeepL

Widely recognised as the highest-quality AI translation service available, producing natural-sounding, contextually accurate translations across 33 languages. Unlike more mechanical translation tools, DeepL captures nuance, idiomatic expression, and register in ways that make its translations usable in professional and educational contexts without heavy post-editing. For the EXChange AI consortium and for multilingual learner communities, an essential productivity tool.

KEY USE CASES FOR EDUCATORS

- → Translating course materials for multilingual learner groups.
- → Supporting international collaboration and cross-country consortium communication.
- → Enabling non-native speaker educators to produce high-quality educational content.
- → Providing learners with access to resources in their preferred language.
- → Supporting heritage language learner groups with accurate translated materials.

PROJECT MANAGEMENT WITH AI

asana.com/product/ai

Asana AI

Asana is a leading project management platform, and its AI features automate task creation from meeting notes, summarise project discussions, identify bottlenecks in workflows, and provide intelligent insights about project health. For adult education programme teams managing complex curriculum development projects, learner support caseloads, or institutional quality assurance processes, Asana AI provides structure, visibility, and automated support that reduces project management overhead.

KEY USE CASES FOR EDUCATORS

- → Managing curriculum development and programme review projects.
- → Coordinating teaching team workflows and task assignment.
- → Tracking learner support actions and follow-up commitments.
- → Supporting institutional quality assurance and accreditation processes.
- → Teaching project management methodologies in professional development programmes.

> **Productivity tools are not about doing more. They are about reclaiming time for the human moments that no AI can substitute.**

A NOTE ON CHOICE

Educators should not feel obliged to adopt every tool in this section. A small set of well-integrated tools — typically **one AI assistant**, **one writing aid**, **one presentation tool**, **one meeting tool**, and (where multilingual work is involved) **DeepL** — covers the vast majority of daily educator needs without creating a fragmented digital workflow.

Choose tools that match your institutional ecosystem (Microsoft, Google, or independent) and your data protection obligations. Consumer-grade accounts are rarely appropriate for learner-facing work.

The next section turns from the educator's workflow to the educational encounter itself — the tools, platforms, and resources that support pedagogically informed practice with AI.

SECTION III

Teaching & Learning.

AI tools, platforms, and resources for pedagogically informed practice — where the educator's craft and the machine's capacity meet in service of the learner.

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SECTION III

Teaching & learning tools and resources.

This section presents AI tools and resources directly applicable to the educational encounter — tools that support instructional design, learner engagement, knowledge construction, and responsible AI education. It includes both practical platforms and open educational resources from leading academic institutions.

Practitioner platforms

AI EXPERIMENTATION PLATFORM — aistudio.google.com

Google AI Studio

A free, browser-based development and experimentation environment for Google's Gemini family of AI models. For educators, a uniquely accessible way to explore advanced AI capabilities — multimodal processing, real-time audio conversation, and custom AI system behaviour design. An excellent teaching resource for digital literacy and AI understanding programmes, providing hands-on experimentation without programming knowledge.

KEY USE CASES FOR EDUCATORS

- → Designing and testing custom AI tutoring interactions for specific learning domains.
- → Teaching learners about AI capabilities through hands-on experimentation.
- → Prototyping AI-enhanced learning activities before full implementation.
- → Exploring multimodal AI capabilities including image and audio analysis.
- → Introducing educators to AI development concepts without requiring coding skills.

AI RESEARCH & STUDY TOOL — notebooklm.google.com

NotebookLM (Google)

Google's AI research and study tool that allows educators and learners to upload their own source documents — PDFs, Google Docs, audio files, YouTube links — and then use AI to analyse, synthesise, and query them. Unlike general AI chatbots, NotebookLM responds exclusively from the documents provided, with all claims grounded in cited sources. NotebookLM was used to create the interactive quiz accompanying the EXChange AI Glossary of Terms.

KEY USE CASES FOR EDUCATORS

- → Creating AI tutors that respond exclusively from course-specific reading materials.
- → Generating audio podcast overviews of course texts for auditory learners.
- → Supporting learners in researching and synthesising complex multi-document topics.
- → Enabling educators to query and explore large document sets efficiently.
- → Teaching information literacy through AI-assisted source analysis and synthesis.

AI AVATAR VIDEO PRODUCTION

synthesia.io

Synthesia

The leading professional AI video production platform using synthetic AI avatars. Educators input a script, select from over 230 AI presenters across multiple ethnicities, ages, and languages, and Synthesia generates a professional talking-head video with synchronised lip movement. Supports over 140 languages and accents, making it uniquely powerful for multilingual adult education content. Educators should be transparent with learners when AI-generated avatars are used.

KEY USE CASES FOR EDUCATORS

- → Producing professional multilingual instructional videos without camera or studio.
- → Creating consistent, scalable onboarding and compliance training content.
- → Enabling non-native speaker educators to deliver content in learners' native languages.
- → Teaching learners about AI-generated media, synthetic avatars, and media literacy.
- → Updating existing video content efficiently by modifying scripts without re-recording.

AI VIDEO PRODUCTION WITH CUSTOM AVATARS

heygen.com

HeyGen

HeyGen allows educators to create a personalised AI avatar from a short video recording of themselves, producing a digital twin that can deliver content in multiple languages with natural lip-sync. This avatar video translation capability allows an educator to record a course video once in their native language and produce versions in 40+ additional languages with their own face and voice, maintaining the personal connection while expanding linguistic accessibility.

KEY USE CASES FOR EDUCATORS

- → Creating multilingual versions of instructional videos using personal AI avatars.
- → Expanding reach of individual educator content across language communities.
- → Producing consistent video-based course introductions and learning guides.
- → Teaching about AI-generated personal avatars, digital identity, and ethical considerations.
- → Supporting international programme delivery without the cost of in-person travel.

AI STEP-BY-STEP INSTRUCTIONAL GUIDES

guidde.com

Guidde

Guidde captures workflow recordings and automatically generates AI-powered step-by-step visual guides, tutorials, and how-to videos. When an educator performs a task — navigating an LMS, using a digital tool, following an institutional process — Guidde records the steps and produces a professional guide with AI-generated voiceover and annotations.

KEY USE CASES FOR EDUCATORS

- → Creating software and platform tutorials for learner onboarding to digital learning environments.
- → Producing accessible how-to guides for institutional processes and systems.
- → Enabling teaching teams to share procedural knowledge efficiently.
- → Supporting learner self-service with up-to-date instructional resources.
- → Documenting pedagogical workflows for team training and knowledge management.

ADULT EDUCATION AI PROJECT · ERASMUS+ livai.uji.es

LivAI

A European Erasmus+ project focused specifically on the integration of AI in adult learning and education. Like EXChange AI, it operates within the Erasmus+ framework and shares the commitment to evidence-based, pedagogically informed AI integration. LivAI has produced open educational resources including guides, frameworks, and training materials. For EXChange AI participants and peer practitioners, an important community of practice resource.

KEY USE CASES FOR EDUCATORS

- → Accessing peer-produced open educational resources for AI in adult education.
- → Building professional networks across European AI-in-education projects.
- → Drawing on complementary frameworks and tools for AI literacy programme design.
- → Contributing to pan-European knowledge exchange on AI in adult learning.

Open educational resources: MIT AI Education Initiative

The Massachusetts Institute of Technology has made a significant commitment to open AI education, producing a range of free, high-quality resources for educators and learners at all levels. The following MIT resources are particularly relevant for adult educators integrating AI understanding into their practice.

AI EDUCATION RESEARCH & RESOURCES raise.mit.edu

MIT RAISE

Responsible AI for Social Empowerment and Education — MIT's initiative for developing AI literacy resources and research. Its freely available resources address the foundational questions of AI education: what AI literacy means, how it can be taught across different disciplines, and what responsible AI use looks like in practice. Academically rigorous, practically tested frameworks that go beyond tool-level orientation to address the deeper competencies of critical AI engagement.

KEY USE CASES FOR EDUCATORS

- → Accessing research-based frameworks for AI literacy curriculum design.
- → Drawing on peer-reviewed guidance for responsible AI education.
- → Building educators' own AI literacy through structured professional learning resources.
- → Using MIT RAISE frameworks to design assessment of AI competencies.

OPEN AI EDUCATION COURSE

ocw.mit.edu

MIT OpenCourseWare · AI 101

MIT's AI 101 course, available free through OpenCourseWare, provides accessible video-based introductions to artificial intelligence concepts for non-specialist audiences. Course materials are suitable for adult educators developing their own foundational AI understanding or as starting points for learner-facing AI literacy modules. Content addresses core AI concepts, machine learning fundamentals, and social implications at a level appropriate for educated non-specialists.

KEY USE CASES FOR EDUCATORS

- → Building educator foundational AI literacy through self-directed study.
- → Providing learners with introductory AI concept materials from a trusted academic source.
- → Supplementing course content with video-based AI explanation resources.
- → Supporting CPD activities on AI fundamentals for teaching teams.

AI CURRICULUM FOR EDUCATORS

ocw.mit.edu

MIT OpenCourseWare · Day of AI

A free, educator-focused curriculum resource developed at MIT, providing lesson plans, activities, and instructor insights for teaching AI concepts. The instructor insights pages offer particularly valuable reflection on how to facilitate AI learning experiences effectively — addressing common learner misconceptions and supporting critical engagement rather than passive AI consumption.

KEY USE CASES FOR EDUCATORS

- → Adapting MIT AI curriculum frameworks for adult education contexts.
- → Drawing on evidence-based pedagogical insights for AI teaching.
- → Designing structured introductory AI learning experiences for non-specialist adult learners.
- → Accessing free, high-quality AI activity frameworks for workshop delivery.

AI ETHICS EDUCATION

ocw.mit.edu

MIT OpenCourseWare · Ethics of AI Bias

This MIT course addresses one of the most important and underserved dimensions of AI literacy: the ethics of algorithmic bias. Its materials explore how AI systems can perpetuate and amplify social inequalities, what technical and policy responses exist, and how individuals and communities can critically engage with biased AI systems. For programmes addressing social justice, inclusion, professional ethics, or community development, a rigorous and accessible foundation.

KEY USE CASES FOR EDUCATORS

- → Integrating AI ethics and algorithmic bias content into professional development programmes.
- → Supporting social work, community development, and public service learner groups in critical AI engagement.
- → Facilitating structured discussions about fairness, accountability, and AI in professional contexts.
- → Building educators' own critical AI literacy to support responsible tool selection and use.

Educational resources & reference platforms

CURATED EDUCATOR PROMPTS

aiforeducation.io

AI for Education · Prompt Library

One of the most valuable free resources available for adult educators: a curated collection of AI prompts organised by educational purpose — lesson planning, assessment design, feedback generation, differentiation strategies, learner communication, and many others. Each prompt has been designed and tested to produce educationally useful outputs, reducing the experimentation burden on individual educators.

KEY USE CASES FOR EDUCATORS

- → Accessing ready-to-use educator-specific AI prompts for common teaching tasks.
- → Teaching learners effective prompting strategies through exemplar prompts.
- → Supporting professional development on AI tool use with practical starting points.
- → Drawing on community-tested prompts for lesson planning and assessment design.

AI REFERENCE GUIDE

aihandbook.luiss.it

Luiss AI Handbook · What is AI?

Produced by Luiss University (Italy), provides a clear, accessible, and academically grounded introduction to artificial intelligence for non-specialist readers. Its "What is AI?" section and broader handbook content are written at a level appropriate for adult learners and educators approaching AI without a technical background. Complements the EXChange AI Glossary of Terms with broader contextual framing.

KEY USE CASES FOR EDUCATORS

- → Providing learners with a reliable, authoritative AI reference beyond the EXChange AI Glossary.
- → Supporting educator self-directed study of AI fundamentals.
- → Using as supplementary reading for AI literacy courses and workshops.
- → Demonstrating European institutional engagement with AI education and literacy.

AI ETHICS FRAMEWORK

aiethicslab.com

AI Ethics Lab · Toolbox

The AI Ethics Lab has produced a comprehensive toolbox for exploring AI ethics principles — examining the values, trade-offs, and decision frameworks that govern responsible AI development and use. Its "Big Picture" framework maps the major AI ethics principles and their relationships, providing an excellent visual and conceptual organiser for classroom discussion of responsible AI.

KEY USE CASES FOR EDUCATORS

- → Facilitating structured ethics discussions in professional development and training programmes.
- → Providing frameworks for institutional AI adoption and policy decision-making.
- → Supporting learner critical engagement with AI governance and regulatory issues.
- → Developing AI ethics curriculum components for professional and vocational education.

REAL-WORLD AI CASE STUDIES

contextwindows.ai

Context Windows

Context Windows curates hundreds of verified real-world AI case studies from organisations across industries, providing concrete examples of how AI is being implemented in professional contexts. For adult educators working in vocational, professional, and continuing education, an invaluable resource for grounding abstract AI capabilities in authentic implementation examples.

KEY USE CASES FOR EDUCATORS

- → Sourcing relevant real-world AI implementation examples for sector-specific training.
- → Grounding theoretical AI discussions in concrete organisational practice.
- → Supporting professional development programmes with evidence of AI adoption patterns.
- → Enabling learners to research AI developments in their own professional fields.

Regulatory & ethical reference resources

Adult educators have a professional responsibility to stay informed about the regulatory and ethical landscape governing AI use. The following resources provide essential orientation to this landscape.

EU AI Act — official guidance

The EU Artificial Intelligence Act (Regulation (EU) 2024/1689) is the world's first comprehensive legal framework for AI. It came into force on 1 August 2024 and is progressively applicable from 2025. Educators should be aware of its core provisions:

- **Prohibited AI practices** (e.g., social scoring, subliminal manipulation) — fully applicable from February 2025.
- **High-risk AI systems in education** — subject to conformity assessment and transparency requirements.
- **General-purpose AI models** (including major large language models) — subject to transparency and copyright obligations.
- **Fundamental rights impact assessments** — required before deploying AI in education contexts.

Detailed guidance on the prohibited practices provisions is available from the European Commission. The TechCrunch article *"EU puts out guidance on uses of AI that are banned under its AI Act"* (February 2025) provides an accessible overview of the initial guidance documentation.

GDPR and data protection in AI-enhanced education

Any AI tool that processes personal data of learners is subject to GDPR requirements. Educators and institutions should verify that AI tools used in learner-facing contexts comply with GDPR, including data minimisation principles, transparency of processing, and data subject rights. Many popular AI tools have specific educational or enterprise plans with enhanced data protection provisions.

Further references

For a concise, accessible guide to core AI terminology from a practitioner perspective, see *From LLMs to hallucinations — a simple guide to common AI terms* (TechCrunch, May 2025). For educators wishing to understand how AI systems are evaluated and compared, Epoch AI's benchmark tracker provides a regularly updated overview of performance metrics across major AI systems.

CHAPTER 03

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The following references informed the development of this publication and are provided for further reading and verification.

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IMPRESSUM / COLOPHON

Until next expedition.

EXChange AI is a 12-month Erasmus+ KA210 small-scale partnership for adult education, delivering open methodologies and a digital toolkit for adult educators across Europe.

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ADDRESS	Sofia, Bulgaria
WEBSITE	exchangeai.eu
CONTACT	k.petkov@expertpool.bg
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