

Erasmus+ Administrative Staff at University of Turku, Finlandia

Dear colleagues,

We would like to invite you cordially to our Staff Training Week, which will be held at the University of Turku **3–7 June, 2019**. The timing of our staff week could not be better with the Nordic Mid-Summer and the Midnight Sun just around the corner - do not miss your opportunity to enjoy both the company of your international colleagues and the Finnish summer!

Start your summer in the beautiful seaside town of Turku in Finland! Compact in size with a mixture of old and new, Turku is the oldest city in Finland and a former capital. Turku has a long international history going back to 1229 and is today a cultural and academic hub of its region with an active and an international student community of 40,000 students studying in the six higher education institutions in the city.

The programme will encourage you to share best practices with peer colleagues and to learn e.g. about mobilities, management of International Office, services offered at the University of Turku, administration of projects and more. Additionally, our social activities will give you the chance to get to know the cities of Turku and Pori as well as the excellent opportunity to get to know the staff of the International Office in Turku and other colleagues from various universities.

Participation in our International Staff Training Week is possible for colleagues working in international offices and for administrative staff working with mobilities and/or international projects e.g. in the faculty level. Please see our **preliminary programme** enclosed.

There are 50 places available for our partners on first come first served basis. The registration is open until **March 31, 2019**. We will make the selection in the beginning of April.

We have reserved hotel quotas at a special price from three hotels in the city center of Turku. It is possible to make your reservation until **May 20, 2019** the latest. You can find information on accommodation and other practicalities on our homepage: www.utu.fi/staffweek.

Please note that participants are expected to cover their costs of travel, accommodation and meals by themselves and to make necessary travel arrangements and reservations. However, the programme of the week is free of charge and the meals mentioned in the programme are included.

We are looking forward to meeting you in Turku!

Best wishes,

International Office of the University of Turku