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Date: 2017-02-08 16:49 GMT+02:00  
Subject: Invitation to our Best Practice Days 2017  
To:

Dear Partners

We cordially invite you to participate in our **Best Practice Days, May 9<sup>th</sup>-12<sup>th</sup>, 2017** (If you are not the right person for this, please forward our email within your university).

The goal is to exchange working experience and make our jobs more efficient and successful. We would like to learn from your experience and hopefully, we can contribute some to yours. This year, we would like to discuss the topic "**How to enhance internationalization**" with you. Therefore, we invite each of you to give a short presentation (10-15 minutes; on a voluntary basis) on a best-practice example of your institution.

Specifically, we address colleagues from the

- International Office
- Student administration and Examination Office
- International Relation Officers

In addition, we would like to give you an impression of our campuses, the study opportunities, and our region.

We wish to exchange our experiences in small groups. So based on the registration feedback, we will schedule and further optimize the programme. We plan to start on Tuesday morning and finish Friday noon, to make it suitable as an ERASMUS+ staff training event.

Registration is easily done by answering this email with your contact data and an indication of your field of work/experience **before March 1<sup>st</sup>, 2017**. The participation fee is 426 Euros (including hotel costs, excluding breakfast) and is payable to Hochschule Kaiserslautern after your registration/receiving your invoice (travel costs to be covered by the participants). To ensure an intensive communication, we are planning to limit our group to 8 guests. Therefore, we ask you to desist from nominating more than one member of your institution.

We look forward to welcoming you here.

Beatrice Melendez  
Silvia Czerwinski  
Ute Forell  
Albert Meij  
Katharina Burckhardt

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