

Dear colleagues,

We are pleased to invite you and the staff members of your University to the **5th Erasmus Staff Training Week at the University of Hradec Králové** taking place from **24 to 28 April 2017**.

The main objective of this event is to widen and strengthen cooperation, and to exchange know-how, good experiences and practices with staff members from our partner universities within the workshops, presentations and individual meetings. The language of communication will be English.

This Erasmus Staff Training Week is intended for colleagues working in these fields of administration:

- 1) International Relations Office
- 2) Library

We will have two different groups according to work specialisation of participants. In three thematic workshops each group will concentrate on issues related to the participants` professional interests listed in the application forms.

More information about program:

<https://www.uhk.cz/en-GB/UHK/mezinarodni-spoluprace/Erasmus-plus/Erasmus-Training-Week.aspx>

On Thursday 27th and on Friday 28th between 9:00 and 12:00, each participant will have the opportunity to visit a counterpart faculty/department/office, and share views on topics of their own choice related to their professional orientation. Such visits have to be prearranged by the participants before their arrival. We will of course assist you with any contact information needed (upon request). Participants are welcome to arrange more individual visits if they wish so.

Please find additional information attached, and have a look at the programme. In case you are interested in the event, **fill in the online [registration form](#)**.

Please submit this registration form electronically by Tuesday, 28 February 2017.

Please note that the number of participants is restricted (preferably max. 2 participants from one institution) and that we therefore may not be able to accept all applicants. We agreed upon this particular formula in order to be able to deliver the best possible experience to our guests. We will inform all applicants about acceptance/non-acceptance by e-mail by 13 March 2017.

Should you have any questions do not hesitate to contact us.

We are looking forward to meeting you in Hradec Králové!

With kind regards,

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