

Dear Partners,

we cordially invite you to participate in our Best Practice Days, **April 13th-15th, 2016**. (If you are not the right person for this, please forward our mail within your university)

The goal is to exchange working experience and make our job more efficient and successful. We would like to learn from your experience and hopefully we can contribute some to yours. Specifically we address colleagues from the

- International Office
- Student administration and Examination Office
- Library
- Teaching Staff (we will try to match you with colleagues here)

In addition we would like to give you an impression of our campuses and study opportunities. Last but not least: we already checked the weather forecast for that week. It will be nice and we hope to let you enjoy some spring here.

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 Wednesday morning and finish Friday noon, to make it suitable as an ERASMUS STT staff training event.

Registration is easily done by answering this mail to international@hs-kl.de with your contact data and an indication of your field of work/experience before **November 30th, 2015**. The participation fee will be 100 Euros. (travel- and hotel costs to be covered by the participants)

We look forward to welcoming you here,

Beatrice Melendez
Silvia Czerwinski
Ute Forell
Albert Meij

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