

XIII International Staff Week 2024

Dear Colleagues,

It is a great pleasure to announce the 13th International Staff Week 2024 organised in **Bialystok, Poland by Bialystok University of Technology**.

The goal of the ISW is to exchange good practices and ideas, strengthen international communication skills and develop partnerships between universities.

International Staff Week will be held from the **2nd to 6th December 2024**.

All the activities will be held in **English**, a minimum **B2** level is recommended.

The preliminary programme for the event is attached.

If you are interested in taking part, please **register** at <https://forms.office.com/e/SbdmyHUAMk>

Please remember that we can offer a limited number of places and we may restrict the number of participants from the same university. Participation in the Staff Week can be funded by Erasmus+ Staff Training grants provided by the home university of a participant.

Please do not make any travel arrangements before your participation is confirmed.

If you require any further information, feel free to contact us at: iro@pb.edu.pl or m.kadlubowska@pb.edu.pl

We are looking forward to seeing you in Bialystok!

INTERNATIONAL STAFF WEEK

2nd - 6th of December 2024

2 December 2024 (Monday)

10:00-11:00	Welcome reception and registration
11:00-12:00	Welcome speech, presentation of participants of ISW and BUT programme
12:00-13:30	Short presentations prepared by ISW participants
16:30-17:00	Organised transfer to restaurant
17:00-20:30	Dinner (out of Białystok)
20:30-21:00	Organised transfer to BUT

3 December 2024 (Tuesday)

9:00-10:00	BUT projects presentation
10:15-12:00	Cultural Stands
12:00-13:00	Lunch Break
13:00-14:30	Library tour and visiting Centre of History of BUT
14:30-16:30	Session on Polish Culture and language

4 December 2024 (Wednesday)

9:00-13:00	Workshops for administrative staff	Classes & lectures for teaching staff and meetings with Faculties authorities	ACROSS meeting
13:30-15:30	Christmas Meeting with the President of Białystok (Christmas lunch included)		
16:00-17:30	Guided city tour - <i>optional</i>		

5 December 2024 (Thursday)

9:00-12:00	Workshops for administrative staff	Classes & lectures for teaching staff and meetings with Faculties authorities	ACROSS meeting
12:00-14:00	Celebration of the 75th anniversary of Białystok University of Technology		
14:00-15:00	Lunch		

6 December 2024 (Friday)

10:00-12:30	Farewell speech Proposals for further cooperation Quiz about BUT Awarding certificates Brunch
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**Programme is subject to change*

**Fee covers meals listed in the programme*