

Dear University,

We are writing to kindly invite your university to participate in our next **International Staff Week**, which will take place **from 20 to 24 April 2026, in Almería (Spain)**.

Our International Staff Week is an annual event **aimed at Staff of International Relations Offices** to share experiences, knowledge and strengthen bonds.

**Key details of the International Staff Week:**

- Dates: from 20 to 24 April 2026
- Location: University of Almería (Spain)
- ISW web page
- ISW Brochure
- ISW Preliminary programme (attached)
- **ISW application form (only for Staff of International Relations Offices** – open until Friday 30<sup>th</sup> January 2026)

The **registration fee is 150€** to be paid once you have been admitted.

If you are interested in participating in our International Staff Week, please fill in the application form to be pre-registered. It will be **open until Friday 30<sup>th</sup> January 2026**.

From that date onwards, a selection will be made, and you will be informed, by email, whether you are admitted or not. Once you have been admitted, you will be informed of how to pay the registration fee. We do not send invitation letters in advance.

We are confident that the participation of your institution will contribute significantly to the success of the International Staff Week.

**If you have further questions or inquiries about our International Staff Week, please contact the International Relations Office at: [staff.mobility@ual.es](mailto:staff.mobility@ual.es)**