

Dear Colleagues,

Together with the **Career Service**, the **International Office** of Ludwig-Maximilians-Universität München (LMU Munich) is holding an **International Staff Week in May 2020**.

We are looking forward to meeting and greeting colleagues from our European partner institutions at this 5-day event in our splendid over 500 year old University in the heart of the beautiful capital of Bavaria.

### **When**

May 11 – 15, 2020.

### **Target Group**

The training week is open to staff members of our European Erasmus und EUGLOH partner universities working in the following fields:

- Student Exchange - incoming and outgoing mobility in International Offices or at faculty level
- Career Service

### **Activities**

We have designed the week with administrative staff in mind and will mainly focus on the practicalities of working in the international cooperation community.

During the week participants will have the opportunity to attend sessions, seminars and workshops where active participation is encouraged.

In addition, we invite you to join us at our **International Day**. At this event we will provide you with a stand where you will have the opportunity to showcase your university to LMU students who are interested in studying abroad.

### **Costs**

There are no participation fees. The participants should apply to their home institution for an Erasmus Staff Mobility Grant to cover travel and accommodation costs.

### **More Information and Registration**

More information on the programme and information on how to register can be found here: [www.lmu.de/international/staffweek](http://www.lmu.de/international/staffweek)

Best regards,

Your LMU Staff Week Team