

## XIII International Staff Week 2024

<b>Hosting Higher Education Institution:</b>	Bialystok University of Technology
<b>Institution website:</b>	<a href="https://pb.edu.pl/en/">https://pb.edu.pl/en/</a>
<b>Country:</b>	Poland
<b>Language:</b>	English
<b>Dates:</b>	Monday, 2 December, 2024 to Friday, 6 December, 2024
<b>Registration fee:</b>	100 Euro
<b>Maximum number of participants:</b>	50
<b>Deadline for applying:</b>	Friday, 4 October, 2024
<b>Accommodation:</b>	Accommodation not provided
<b>Contact person details:</b>	International Relations Offices, iro@pb.edu.pl Magdalena Kadłubowska, m.kadlubowska@pb.edu.pl

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](mailto:iro@pb.edu.pl) or [m.kadlubowska@pb.edu.pl](mailto:m.kadlubowska@pb.edu.pl)

We are looking forward to seeing you in Bialystok!

# INTERNATIONAL STAFF WEEK

2<sup>nd</sup> - 6<sup>th</sup> 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*