Dear Partner,

It is our pleasure to welcome our international partners to attend the **International Staff Week for Non-Teaching Staff in Tampere, Finland on 12-15 June 2017**. All three higher education institutions in Tampere: University of Tampere (UTA), Tampere University of Technology (TUT) and Tampere University of Applied Sciences (TAMK) are organizing the International Staff Week together for the first time.

Programme of the week includes five hours of Intercultural Communication workshops where the participants will increase their knowledge and awareness of culture and its influence on communication. During the week, participants will have an opportunity to benchmark different services and practices of the three universities and share views on topics related to their own work. The participants will choose one thematic track they wish to attend. The thematic tracks are as follows:  
  
- International Cooperation  
- Library Services  
- Communications Services  
- Student Services & Administration  
- Industry Cooperation and Career Services

The programme of the week takes place in the campuses of UTA, TUT and TAMK. Please find the preliminary programme and invitation enclosed. The participation fee for the International Week for Non-Teaching Staff is 120 € which includes the training programme and all social events mentioned in the programme.

The registration for the week closes on 31 March. The electronic registration form is available at: <https://www.lyyti.in/staffweek2017>

The number of participants is restricted to 60. Therefore, we will primarily accept two participant per partner institution at maximum and may not be able to accept all applicants. We shall announce the list of selected participants to all applicants per e-mail by April 7.

Looking forward to meeting you in Tampere in June!

Yours sincerely,

Centre for International Education at UTA



