**2nd INTERNATIONAL STAFF WEEK on CRISIS MANAGEMENT AND**

**RISK COMMUNICATION in multicultural, academic environment**

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| **General information** |

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| **Host institution:** National University of Public Service, Ludovika Campus, Budapest, Hungary**Date:** 29th. of May – 2nd of June 2017**Target group:** desk officers and experts for international relations **Number of participants:** 28-30 experts |
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| **Draft programme** |

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| **Time** | **29th Monday** | **30th Tuesday** | **31th Wednesday** | **1th Thursday** | **2th Friday** |
| **09.00 – 10.30** | **Arrivals, registration** | **Plenary 1.****Crisis/risk-communication****(Dr. György SZONDI)** | **Plenary 2.****Diversity management****(Vincent MERK,****Dr. Ágnes JENEI)** | **Plenary 3.****Cyberbullying,****Hate speech**  | **Free time** |
| **Campus visit****(Faculty of International and European Studies/ Faculty of Law Enforcement, Faculty of Political Sciences and Public Administration, Faculty of Military Science and Officer Training)****(Ilona SZABÓ)** |
| **10.30 – 10.45** | **Coffee break 1.** |
| **10.45 – 12.15** | **Workshop 1.****(Dr. György SZONDI)** | **Workshop 2.****(Vincent MERK,****Dr. Ágnes JENEI)** | **Workshop 3.** |
| **12.15 – 13.30** | **Lunch** |
| **13.30 – 15.00** | **group****work****A****(I)[[1]](#footnote-1)** | **group****work****B****(FA and TA)[[2]](#footnote-2)** | **group****work****C****(CM)[[3]](#footnote-3)** | **group****work****A****(FA and TA)** | **group****work****B****(CM)** | **group****work****C****(I)** | **group****work****A****(CM)** | **group****work****B****(I)** | **group****work****C****(FA and TA)** | **Free time/****Departures** |
| **Opening remarks, welcome speeches** |
| **International coffee break and** **Family photo** |
| **15.00 – 15.15** | **Coffee break 2.** |
| **15.15 – 16.45** | **Icebreaker – getting to know each other - self-introductions****(Dr. Ágnes JENEI****Dr. Bence BALASSA)** | **group****work****A****(I)** | **group****work****B****(FA and TA)** | **group****work****C****(CM)** | **group****work****A****(FA and TA)** | **group****work****B****(CM)** | **group****work****C****(I)** | **group****work****A****(CM)** | **group****work****B****(I)** | **group****work****C****(FA and TA)** |
| **16.45 – 17.00** | **Evaluation time** |
| **17.00 – 18.30** | **Free time** | **Budapest Sightseeing****(Bus and Boat)** | **Free time** | **“World Café”****(final evaluation in 6 groups)** |
| **Free time** |
| **18.30 – 20.30** | **Wine-tasting & dinner** |
| **20.30-23.00** | **Free time** | **Farewell dinner** |
| **Free time** |

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| **DETAILED TIMETABLE AND SCHEDULE** |

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| **DAY 1 – Monday, 29th of May** |

**09.00 – 14.00** **Arrivals and registration**

 Occupation of the accommodation

 Handing the Conference packages

 **14.00 – 14.25** **Opening ceremony, welcoming our guests**

 **14.25 – 15.15** **International Coffee break, and Family photo**

 **15.15 – 16.45** **Icebreaker - intercultural introduction game**

 Self-introductions, getting to know each other

 instructors: Ágnes JENEI and Bence BALASSA

 **16.45 – 17.00** **Evaluation time** (“End of the Day” questionnaire)

 **17.00 – 18.30** **Free time**

 **18.30 – 22.00 Welcome dinner and wine tasting**

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| **DAY 2 – Tuesday, 30th of May** |

 **09.00 – 10.30 Plenary 1. – Crisis/Risk Communication**

 instructor: György SZONDI

 **10.30 – 10.45 Coffee break**

 **10.45 – 12.15 Workshop 1. Crisis/Risk Communication**

 instructor: György SZONDI

 **12.15 – 13.30 Lunch**

 **13.30 – 15.00 Workshops for Group A, Group B and Group C**

 3 different topics/modules (Interview, First Aid and Terrorist attack, Conflict-management)

 with instructors Gyöngyi RÓZSA, Annamária VARGA and Bence BALASSA and Judit MÁTÉ

 **15.00 – 15.15 Coffee break**

 **15.15 – 16.45 Workshops for Group A, Group B and Group C**

 3 different topics/modules (Interview, First Aid and Terrorist attack, Conflict-management)

 with instructors Gyöngyi RÓZSA, Annamária VARGA and Bence BALASSA and Judit MÁTÉ

 **16.45 – 17.00 Evaluation time** (“End of the Day” questionnaire)

 **17.00 – 20.30 Budapest Sightseeing**

 (by Bus, and “Budapest by Night” – Boat Tour on River Danube)

 accompanying: Ilona SZABÓ

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| **DAY 3 – Wednesday, 31th of May** |

 **09.00 – 10.30 Plenary 2. – Diversity Management**

 instructors: Vincent MERK (NL) and Ágnes JENEI

 **10.30 – 10.45 Coffee break**

 **10.45 – 12.15 Workshop 2. Diversity Management**

 instructors: Vincent MERK (NL) and Ágnes JENEI

 **12.15 – 13.30 Lunch**

 **13.30 – 15.00 Workshops for Group A, Group B and Group C**

 3 different topics/modules (Interview, First Aid and Terrorist attack, Conflict-management)

 with instructors Gyöngyi RÓZSA, Annamária VARGA and Bence BALASSA and Judit MÁTÉ

 **15.00 – 15.15 Coffee break**

 **15.15 – 16.45 Workshops for Group A, Group B and Group C**

 3 different topics/modules (Interview, First Aid and Terrorist attack, Conflict-management)

 with instructors Gyöngyi RÓZSA, Annamária VARGA and Bence BALASSA and Judit MÁTÉ

 **16.45 – 17.00 Evaluation time** (“End of the Day” questionnaire)

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| **DAY 4 – Thursday, 1th of June** |

 **09.00 – 10.30 Plenary 3. – Cyberbullying and Hate speech**

 instructor:

 **10.30 – 10.45 Coffee break**

 **10.45 – 12.15 Workshop 3. Cyberbullying and Hate speech**

 instructor:

 **12.15 – 13.30 Lunch**

 **13.30 – 15.00 Workshops for Group A, Group B and Group C**

 3 different topics/modules (Interview, First Aid and Terrorist attack, Conflict-management)

 with instructors Gyöngyi RÓZSA, Annamária VARGA and Bence BALASSA and Judit MÁTÉ

 **15.00 – 15.15 Coffee break**

 **15.15 – 16.45 Workshops for Group A, Group B and Group C**

 3 different topics/modules (Interview, First Aid and Terrorist attack, Conflict-management)

 with instructors Gyöngyi RÓZSA, Annamária VARGA and Bence BALASSA and Judit MÁTÉ

 **16.45 – 17.00 Evaluation time** (“End of the Day” questionnaire)

 **17.00 – 18.00 “Word Café” – final evaluation in groups, around “white table”**

 moderators: Ágnes JENEI and Bence BALASSA

 **18.00 – 20.30 Free time**

 **20.30 – 23.00 Farewell dinner**

 Venue: Budapest, Downtown

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| **DAY 5 – Friday, 2th of June** |

 **09.30 – 13.30 NUPS Faculty visits**

 accompanying: Ilona SZABÓ

 **13.30 – Free time/departures**

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| **NUPS – INTERNATIONAL RELATIONS OFFICE** |

**“Good to know” cell phone numbers**

 **Course coordinators:**

 Logistics and general organization: **Ms Ilona SZABÓ** – 0036305117654

 General organization and course curricula: **Dr. Ágnes JENEI** - 0036303740452

 General organization and course curricula: **Dr. Bence BALASSA** – 0036305835184

 Head of International Relations Office: Ms Erzsébet VERES – 0036301832290

 **General:**

 **In case of Emergency: 112** (General emergency phone number, **free** to call)

**Important E-mail addresses:**

 szabo.ilona@uni-nke.hu

 jenei.agnes@uni-nke.hu

 balassa.bence@uni-nke.hu

 veres.erzsebet@uni-nke.hu

**Free WiFi network code in the Ludovika Main Building**

 Network:

 Password:

1. **Interview – communication training (Gyöngyi RÓZSA)** [↑](#footnote-ref-1)
2. **First Aid and Terrorist attack (Dr. Annamária VARGA and CTC/TEK)** [↑](#footnote-ref-2)
3. **Conflict management (Judit MÁTÉ, Dr. Ágnes JENEI)** [↑](#footnote-ref-3)