



## **Karlstad University International Staff Exchange Week**

**7<sup>th</sup> – 10<sup>th</sup> June 2016**

**“Welcome to Karlstad”**

### **Provisional Programme**

Our international week will commence on Tuesday morning, you will be collected from your hotel and accompanied to the University. During the first day we will welcome you to Karlstad University with a traditional Swedish fika, meet members of the University’s international team and take a tour around the campus. During the week there will be presentations and interactive sessions with colleagues giving you insight into the international experience at Karlstad. There will also be the opportunity to shadow colleagues in their daily working life. Of course there will be time for social activities to introduce you to Karlstad. The week will close on Friday lunch time giving everyone chance to travel home for the weekend.

### **Application Process**

To join us please complete the application form and return to Candida Skinner (contact details below) no later than 3<sup>rd</sup> March 2016. We have space for up to 20 participants. If we receive more applications than places we will select from as wide a range of institutions as possible.

### **Arrival**

Most people arrive to Karlstad via the train station in the city centre and the airport (20 minutes drive), we may be able to help with transfers please inform us of your arrival time and location.

### **Accommodation**

Rooms will be reserved for participants at a local hotel, reservation information will be sent out once booking has been confirmed

### **Funding**

It is anticipated participants will be financially supported for this week for example by their institutions, Erasmus or Stella grant for travel, accommodation and food.