

**International Staff Week**

**Universidad Católica San Antonio de Murcia**

**25-29 May 2015**

**Practical Information**

UCAM looks forward to welcome you to its International Staff Week from Monday 25th to Friday 29th May 2015. Please see below for information on registering for the International Week, accommodation booking arrangements and other practical arrangements, including local transport*.*

***Registration***

Please complete the attached registration form and email it no later than Friday, 24th April to:

[lmeijer@ucam.edu](mailto:margaret.mulderrig@cit.ie)

***Accommodation***

In the attachment you will find information about hotels that offer special rates to UCAM guests. If you wish to stay in any of these hotels, please let me know ([lmeijer@ucam.edu](mailto:lmeijer@ucam.edu)) so we can make the reservation for you at this special rate.

***Funding Your Attendance at the UCAM International Staff Week***

Delegates attending the International Staff Week should be able to obtain Erasmus funding from their sending institutions, either from “OM” – Organisation of Mobility funding, or Erasmus Staff Training grants.

***Costs covered by UCAM***

The following costs will be covered by UCAM:

* Lunches on Monday/Tuesday/Thursday
* Coach transfer to and from UCAM’s Cartagena campus
* Boat Tour in Cartagena
* Guided City Tour in Murcia
* Welcome packs

***Costs which delegates will need to cover (i.e., not covered by UCAM)***

All other costs not specified in the list above, including:

* Evening meal costs on all evenings
* Transport to and from airport / rail or bus station on arrival and departure days
* Commuting costs between hotel and UCAM Campus

***Transport and Connections***

***Getting to Murcia***

Please check our website for more information:

http://international.ucam.edu/student-life/how-to-get-to-ucam

***Getting from Murcia to UCAM***

Please c heck the information on our website:

http://international.ucam.edu/student-life/how-to-get-to-ucam/murcia-ucam

***Other Useful Information***

**Banking/Currency:** The currency in Spain is the Euro. There is a bank on the UCAM campus, as well as cash points available.

**Climate/Clothing**

In Murcia we enjoy a Mediterranean climate with an average temperature in the month of May of 20 degrees, and maximums around 28 degrees. However evenings and morning are still chilly in May so please bring some jacket and sweater also. Occasionally there can be a rainy day in May, so don’t forget to bring some umbrella or waterproof jacket.

**Health Insurance**

We hope that you won’t need to use it, but please ensure that you bring your **European Health Insurance Card** with you, and check that it will be valid for the period of time you will be in Spain.

**Tourist Information:**

http://www.murciaturistica.es/

http://international.ucam.edu/student-life/murcia-mediterranean