



Split, 16 February 2018

Dear Colleagues,

Office for Projects and Technology Transfer of the University of Split is pleased to invite you to the **5th International Staff Training Week** taking place from **4 till 8 June 2018**.

Our intention is to use this opportunity to present our university, our city and country, but also to invite you, our colleagues, to present your institutions, cities and countries to our students and staff. Our programme will focus on the topic of **Web Support in managing European projects** and aims at the exchange of experience and best practices from participating universities.

By organising this Staff International Week, we hope to strengthen our existing cooperation but also to open new windows. The programme targets Projects and Research Offices staff and other teaching/administrative staff involved in **preparation and implementation of European projects**.

Participants shall be asked to participate in the programme by giving short presentation on their university, emphasising involvement in European projects and support they offer through website, as well as to participate in discussions focusing on web support in managing projects and on the improvement of service of a Projects Offices.

Please note that **good command in English** is required and all activities will be held in English. Participation in all activities is required.

Please submit your application forms by **16 March 2018** through this link: <https://goo.gl/forms/9Adp1ZGK2mSB4p5o1>

We shall confirm your participation **as soon as possible** and **not later than the end of March** when the selected applicants shall receive practical information on accommodation possibilities, travel instructions and final programme.

Please note that the number of participants is **limited**. Also, it is responsibility of participants to make arrangements for travel and accommodation, so if possible, use Erasmus STT funds.

Looking forward to receiving your applications and hosting you in Split!

Best regards,

Aleksandra Banić

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