Dear Interweekers,

The University of Porto is pleased to announce its **IT Training Week for International Relations Officers.**

This training is aimed at International Relations Officers, Erasmus Coordinators, Student Advisors and for those administrative staff from HEIs who may not have a deep technical background but are keen to leverage IT tools to enhance their work efficiency.

The Staff Training is organised under the framework of the Erasmus+ Crossroads initiative of the European University Foundation.

The participation fee is **150 EUR.**

For **EUGLOH and EUF network university partners the discounted fee is 120 EUR**. The fee includes a welcome package, work materials, cultural program, coffee breaks, one Group Dinner and lunches throughout the three days of the training.

Other costs such as travel, accommodation, and other dinners are covered by the participants themselves. A list of convenient accommodations, the final agenda as well as other relevant useful information will be sent to all participants after the selection process is concluded.

Participants may apply for an Erasmus+ staff mobility grant at their home university to cover the costs of the event (applicable for staff members of HEIs from EU Member States and third countries associated to the Erasmus+ Programme).

Since the number of participants will be limited, we recommend the interested candidates to fill in this online application form. Deadline to submit this form: **4th of October 2024.**

The selection results will be sent to each participant shortly after the application deadline. After the admission, the participants will receive the final programme.

Please feel free to contact the International Office through the e-mail international@reit.up.pt if any doubt arises.

Looking forward to welcoming you in Porto, we send our best regards,

InterWeek Organization Team
Reitoria / *Rectorate*
Relações Internacionais / *International Cooperation*

Praça Gomes Teixeira, 4099-002 Porto. Portugal
international@reit.up.pt | www.up.pt