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**5th INTERNATIONAL STAFF TRAINING WEEK**

**Preliminary Program**

**RIGA TECHNICAL UNIVERSITY  
23 – 27 MAY 2016**

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| **Monday, 23 May** | |
| 10.00 – 13.00 | Registration  Welcome session   * Welcome address * Presentation about RTU * Practical information /Group photo * Presentations of participating institutions |
| 13.00 – 14.00 | Lunch break |
| 14.00 – 17.00 | * Presentations of participating institutions (*continued*) * Short Latvian language course |
| 19.00 | Welcome dinner |
| **Tuesday, 24 May** | |
| 9.30 – 10.30 | Presentation of Latvia |
| 10.30 – 12.30 | Parallel workshops (Intercultural communication/Presentation of the Office of the Vice-Rector for Finance) |
| 12.30 – 13.30 | Lunch break |
| 13.30 – 15.30 | Parallel workshops (Publicity for EU framework projects/financial management of HEI – practical task) |
| 17.00 | Sightseeing tour in Riga |
| **Wednesday, 25 May** | |
| 10.00 – 12.00 | International Classroom: recruiting and managing/Individual meetings with representatives of the Office of the Vice-Rector for Finance |
| 12.00 – 13.00 | Lunch break |
| 13.00 –… | Individual visits to faculties |
| **Thursday, 26 May** | |
| 10.00 – 18.00 | Tour to Jūrmala – the biggest resort city in the Baltic States |
| **Friday, 27 May** | |
| 9.30 – 12.30 | Workshop “Summarize your personality/company/project in 15 seconds”  Feedback and evaluation  Certificates |