



13th International Staff Training Week

22-26.05.2023

“International events management logistics, contents and communication”

Monday 22.05.2023, Aula G

09.30 – 10.00	Registration
10.00 – 11.30	Opening presentation. Introductory session.
11.30 – 12.00	<i>Coffee Break</i>
12.00 – 13.30	Session I – Speedy presentations of the universities – according to the guidelines
13.30 – 14.15	<i>Lunch break</i>
16.15 – 18.00	Guided tour through the University facilities and the town of Nysa, meeting point: in front of the cathedral Then directly transportation with touristic train to Nysa Fortress.
18.00	Nysa Fortress integration meeting – (casual clothes/outdoor activity)

Tuesday 23.05.2023; Aula G

09.30 - 10.00	International Book Club introduction to the project and Student`s certification ceremony
10.00 – 11.15	US media transformation & current situation – Emerson Case, Ph.D. Professor Department of English California State University, Bakersfield
11.30 – 12.00	<i>Coffee Break</i>
12.00 – 13.15	Session II – International events and their specific requirements – introductory session Part 1 Anna Opałka, MSc. Head of the External Relations Dept.& ICO
13.15 – 13.30	Q&A
13.30 – 14.15	<i>Lunch break</i>
14.15 - 17.30	<i>Meetings at ICO and Departments – on request based on prior confirmation</i>

Wednesday 24.05.2023 Aula G

10.00 – 11.15	Session III –Cultural aspects in project`s coordination, Konečná Zdeňka, Vice Dean for External Relations and International Studies at Brno University of Technology, Czech Republic
11.15 – 11.30	Q&A
11.30 – 12.00	<i>Coffee Break</i>
12.00 – 13.15	Session IV – International events planning and organization Dr Diana E. Woolfolk Ruiz, Associate Dean for International Affairs, CETYS Mexico
13.15 – 13.30	Q&A
13.30 – 14.15	<i>Lunch break</i>
14.15 -15.30	Table Talks on current issues claimed by the participants
15.30 -18.00	<i>Meetings at ICO and Departments – on request based on prior confirmation</i>
18.00	“Singing &swinging” Concert of the Big Band from Jazz Department, Culture House in Nysa, Wałowa 7 and banquet after the concert - no cost for confirmed participants

Thursday 25.05.2023 Aula G

10.00 – 11.15	Session V – Tools and techniques supporting international events Bartłomiej Kozak, consultant and project`s manager
11.15 – 11.30	Q&A
11.30 – 12.00	<i>Coffee Break</i>
11.40 – 17.00	LECTURES & WORKSHOPS for students and meetings at the Departments (optional) According to the separate programme after prior acknowledgement.
12.00 -17.30	<i>Meetings at ICO and Departments – on request based on prior confirmation</i>
20.00	Poetry evening (part of the Multilingualism as a chance conference)

Friday 26.05.2023 Aula G

09.00 – 10.30	Summary of the International Week and Certification
10.30 - 14.00	ICO individual meetings– <i>on request based on prior request and confirmation</i>