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| Hosting Higher Education Institution: | ISMA University, Riga, Latvia |
| Institution website:  | [www.isma.lv](http://www.isma.lv) |
| Language:  | English |
| Dates:  | April 23rd, 2019 – April 26th, 2019 |
| Deadline for applying:  | April 10th, 2019 |
| Accommodation:  | Accommodation is not provided; hotels are suggested at a moderate price. |
| Contact person details:  | Dr. oec. Jevgenija Dehtjare +371 6 7114518, Erasmus@isma.lv  |

**Erasmus+ Teaching and Training week at ISMA University!**

**April 23-26, 2019**

ISMA University invites you to our 1st Erasmus + Staff Teaching and Training Week **(ISMA STTW)** that will take place on April 23rd – April 26th, 2019. The very first Erasmus+ week at a university with a long year experience in Erasmus+ actions will be organized with a deep attention to the details and with an intention to enhance its participants with a challenging experience in cross cultural communication and to ensure knowledge interexchange. ISMA University is one of the leading private higher education establishments in Latvia, providing full study cycle (1st level, BA, MBA, Doctoral) since the year 1994, celebrating its 25th anniversary in the year 2019. The university is known by its qualitative education platforms (with study programs in the fields of Business Administration, Tourism and Hospitality and Information Systems), by its scientific activity (with several annual scientific conferences) and by its vibrant students life (multicultural due to the large amount of international students, including activities, music festivals and plenty of internship opportunities abroad). Both administrative and teaching staff from EU and partner countries universities is welcome to participate and to get an opportunity to share both practical and scientific knowledge and to make new personal encounters.

**Staff training week – target audience?**

Members of academic community with English level of B2 and above, representatives of international relations or international projects and cooperation departments interested to share their knowledge with the colleagues, to find new possibilities for cooperation with other HEIs, to present their experience, findings and approaches in improvement of multiculturalism in higher education.

**Staff teaching week – target audience?**

Academic staff with English level of B2 and above, master and doctoral degree students to share their scientific and practical knowledge and to disseminate innovative ideas through lectures presented for students and colleagues from different study programs and HEIs, with thematic presentations related to BA, BA in Tourism and Hospitality and Information Systems areas of education.

**How is the program structured?**

The **ISMA STTW** will take place in Riga, the capital of Latvia, the beautiful Hanseatic city with its famous Old Town and Art Nouveau district.

* The training program will include an opening event, incentive meetings, workshops and presentations of activities under the umbrella of Erasmus + actions implemented by the participating universities.
* The teaching program will include opening event, introductory presentations of the scientific activities of the universities, lectures according to the stated topicality (business administration and management, tourism, hospitality, information technologies).
* There will be also an opportunity to attend the 17th International Scientific Conference “Information Technologies and Management” that will take place in parallel with the ISMA STTW during the dates of April 25th and April 26th, 2019.
* The week includes also a cultural component with a walking city tour and closing event – the gala show of the “ISMA is looking for talents” international festival that will take place in the Riga Congress Hall.

**Can the staff week be funded through Erasmus+ STT/STA grants?**

Each participant can apply for a mobility grant within related HEI. ISMA University will provide all the required documentation for the Erasmus+ STT/STA grant applicants: an invitation, a training curricula and a certificate of attendance.

**Please note** that every participant of the week is invited to join the session of the 17th International Scientific Conference “Information Technologies and Management”, however any publications (an abstract and proceeding) are apart the activities included into **ISMA STTW** and should be covered additionally by an interested participant.

**ISMA STTW Preliminary program:**

**Monday April 22nd, 2019:**

Arrival day, accommodation in a hotel.

**Tuesday April 23rd, 2019:**

Opening day.

13.00 Registration, welcoming meeting with the ISMA STTW coordinator.

14.00 Opening event (welcome speech, presentation of the ISMA University, musical surprise from ISMA students), refreshments.

16.00 Riga city walking tour

**Wednesday April 24th, 2019:**

**Staff training:**

10.00

Incentive meeting, get together

10.30 Introductory presentations of the participating universities and represented departments

11.30 Coffee pause

12.30 Experience sharing in Erasmus+ projects, workshops in groups.

14.00 Lunch at ISMA cafe.

14.30 Growing multiculturalism in EU HEIs: challenges, opportunities, issues.

16.00 Summary of the day.

**Staff teaching:**

10.00 - 17.00 Lectures according to the selected area (Business Administration, Tourism, Hospitality, Information Technologies) delivered to ISMA students and international colleagues during a day. Individual timetable will be reconciled accordingly.

Coffee pauses and a lunch will be provided during a day.

**Thursday April 25th, 2019:**

**Both teaching and training:**

12. 00 17th International Scientific Conference “Information Technologies and Management” Plenary session opening. ISMA University Rector`s speech. Key speakers from the leading Business, IT, Tourism enterprises of Latvia and abroad.

13.30 coffee pause or free time to have a lunch at the ISMA café

14.00 – 18.00 An invitation to attend the conference`s speakers presentations.

**Friday April 26th, 2019:**

**Both teaching and training:**

10.00-11.30 Discussion: Modern tools of academic marketing. Experience sharing.

11.30-12.00 Coffee pause

12.00 – 15.00 Attendance of conference`s speakers presentations.

18.00 Gala eve of the “ISMA is looking for talents” music song festival with the ISMA STTW closing event afterwards.

**Saturday April 27th, 2019:**

Departure day.

**What is included in the program?**

The program is free of charge for the participants that represent partner universities with Erasmus+ interinstitutional agreement signed. Accommodation and transportation costs should be granted by the sending universities. The program includes:

* Training program
* Training materials
* Meals according to the schedule
* Invitations to the “ISMA is looking for talent” gala show and followed after party
* Riga City walking tour
* Attendance of the 17th International Scientific Conference “Information Technologies and Management”

What is not included?

* Accommodation and transportation costs (also city transportation and transfers), recommendations will be provided
* Other meals not mentioned in the schedule
* Optional tours and events

How to register:

Please fill an application form and submit to ISMA STTW coordinator:

Jevgenija Dehtjare, Erasmus@isma.lv

In case of any questions please use the email above or call: +371 67114518

**SEE YOU IN RIGA!**