**Free Conference "International Cooperation of Universities in the Area of Lifelong Learning"**



The Rector of **WSB University in Poznań** is pleased to invite you to attend an international conference on International Cooperation of Universities in the Area of Lifelong Learning.

Participation in the conference including accommodation food is free of charge. Additionally the host institution will cover travel expenses up to the limit of EUR 100 and accommodation expenses up to the limit of EUR 60.

**Date:**12th April 2018

**Venue:**

WSB University in Poznan (WSB) Wyższa Szkoła Bankowa w Poznaniu
ul. Powstancow Wielkopolskich 2a
61-895 Poznan, Poland

**Contact:**wsb.ic@wsb.poznan.pl

**Information:**

**1. About the conference**

The conference aims to:

* Create an opportunity for the participants to establish contacts and partnerships with universities from Europe and Asia
* Be a platform for the participants to present their universities and their experience in the area of lifelong learning
* Create an opportunity for the participants to find partners for international projects, especially EU-funded projects
* Familiarize the participants with the KIPAM project results

The conference will be organized also for the purpose of disseminating the results of an international Project KIPAM (Knowledge Is Power, Age Ain’t Matter) carried out by WSB University in Poznan within the Erasmus+ program.

The conference is not of a scientific nature. Therefore, we do not plan any scientific speeches but rather participants’ presentations about their Universities and their activities and experiences in the field of Lifelong Learning. Participants will also be asked to prepare written information or short articles about those subjects. They will be published in conference materials. We do not plan to publish scientific articles on other subjects.

At the request of the participant, WSB will issue a certificate of participation in the conference.

The conference will be held in English. We do not plan translations into other languages.

**2. Date and program:**

The conference will take place on 12th April 2018

9.00 a.m - 4.00 / 5.00 p.m. - conference

7.00 p.m. - welcome dinner

For those who are interested in seeing a bit of Poznań- a guided tour will be organized on Friday, 13th of April, between 10.00 a.m. - 2 p.m.

**Program:**

A detailed conference plan will be sent in early March, because it depends on the final number of universities and participants signed up for the conference.

An outline of the conference program

1. Registration of the participants
2. Rector’s welcome speech
3. Presentation of the KIPAM project results by project partners
4. Lifelong Learning in WSB University in Poznan
5. Workshops (on topics related to the latest trends: in teaching students and in international marketing of universities, 1- 1.5 hours)
6. Participants’ short presentations about their universities and the possibility of International Cooperation \*
7. Networking - participants' universities promotional stands in the lobby\*\*

\* Ad. 6. Since one of the conference objectives is to get to know each other and establish contacts between universities, representatives are asked to prepare 5-minute-long presentations.

The aim of each presentation is not to provide extensive information about the university and its offer; it should focus on what distinguishes the university from other universities, the experiences in the field of Lifelong Learning or possibilities of international cooperation. It should serve to encourage cooperation between the universities.

All detailed information about each university will be published in conference materials (brochure). Later, we will send you a form to complete with information about your universities - offered courses, activities and experiences in the field of Lifelong Learning (of children, youth, students, adults and mature learners), areas of international cooperation.

\*\* Ad 7. During the conference about 1 hour will be devoted to networking. Participants can bring with them materials from their universities (posters, leaflets, folders). In the lobby there will be stands for presenting the offer of each university.

**3. Financing**

The conference is co-financed from EU funds under the Erasmus + program, from the KIPAM project. WSB provides free participation in the conference, materials, catering and a welcome dinner.

In addition, WSB reimburses accommodation costs up to the amount of 60 euros per person and travel costs up to the amount of 100 euros per person.

Conditions for obtaining a reimbursement:

 - participation in the conference (proved by the signature on the list of participants)

 - sending photocopies of: accommodation bill, travel tickets: air, rail or bus (WSB does not refund costs of travelling by public transport or taxi).

The refund will be made into the bank account specified by the participant in the currency: Euro or Polish Zloty (as indicated).

**IMPORTANT: Ensuring financing of your participation in the conference**

Because the conference funds come from the project funds, we have to contract the costs of your participation beforehand. Therefore, **it is crucial that you send to us by e-mail by the 12th of March a copy (scan) of your travel tickets or proof of payment for the journey and a copy of your accommodation booking.** (in case of problems with sending the above-mentioned within the prescribed period, please contact us)

**4. Accommodation**

WSB cooperates with the following hotels, which offer a special price for the conference participants: please use the password : WSB KIPAM. These hotels are located in the center of Poznan, within a 5-20-minute walking distance from the university.

Hotel Lech

e-mail: rezerwacja@hotel-lech.poznan.pl

the cost of one night’s accommodation:

- in a single room with breakfast - 110 PLN – about 26 euro per person

- in a double room with breakfast - 185 PLN – about 46 euro (23 euro per person)

Hotel Ikar

email: ikar@hotelewam.pl

the cost of one night’s accommodation:

- in a single room with breakfast - 160 PLN – about 38 euro per person

- in a double room with breakfast - 220 PLN – about 52 euro (26 euro per person)

Hotel IBIS

Email: H3110@accor.com

the cost of one night’s accommodation:

- in a single room with breakfast - 199 PLN – about 48 euro per person

- in a double room with breakfast - 235 PLN – about 56 euro (27 euro per person)

Hotel ROYAL

royal@hotel-royal.com.pl

the cost of one night’s accommodation:

- in a single room with breakfast - 225 PLN – about 54 euro per person

- in a double room with breakfast - 280 PLN – about 66 euro (34 euro per person)

Participants can book different accommodation in Poznan, too, we recommend [www.booking.com](http://www.booking.com)

To obtain a refund for accommodation up to the amount of 60 euros (about 260 PLN), a participant has to provide WSB with a copy of the hotel bill and show the original bill.

A participant can use accommodation whose cost exceeds 60 euros. He then submits the bill and WSB refunds 60 euros. If a participant books accommodation cheaper than 60 euros, it will be refunded to the amount shown on the hotel bill.

Please book your accommodation as soon as possible, as the number of rooms in individual hotels is limited.

**5. Journey**

Poznań has an airport (Poznan-Lawica Airport) which serves domestic and international flights. Direct flights to Poznan can be quite expensive. Air services to Warsaw or Berlin (Germany) can be much more frequent and cheaper. Poznań is located approx. 300 km away from these cities. There are fast and express train and bus connections between Berlin - Poznan and Warsaw - Poznan (approximately a 3-hour journey).

Links:

https://www.intercity.pl/en/

https://www.bahn.com/en/view/index.shtml

http://www.polskibus.com/en/index.htm

The main Railway Station and the Coach Station is located in the city center, close to the WSB University in Poznan.

**6. Confirmation of participation and necessary documents**

**Please complete the “Confirmation of participation in the conference” form (below) and send a scan to: wsb.ic@wsb.poznan.pl**

Please indicate if you need a personal invitation or information about the conference in order to obtain a visa or permit to come.(Below is the invitation template; if you need additional information on the invitation, please contact us.)

date

university/organization

address

**Confirmation of participation in the conference**

I confirm the participation of Ms / Mrs (title, first name, surname)…..

function / position ...... at (name of the organization or university)………

 in the Free Conference "International Cooperation of Universities in Lifelong Learning",

organized by WSB University in Poznan on 12 April 2018,

as part of the KIPAM project "Knowledge is Power, Age Ain’t Matter", co-financed by the EU under the Erasmus + program.

*(stamp and signature of the authorized person, university stamp)*

I declare that I understand and accept the terms of financing my participation in the conference.

I declare that, in accordance with the Erasmus + program principles, I consent to the processing of my personal data and sharing my image for the purposes of the conference and the KIPAM project by WSB University in Poznan.

*(The participant’s name and surname*

*The participant’s signature)*

Please send me a personal invitation to the conference: \*YES / NO

\* *delete as appropriate*

Poznan, …………..

WSB University in Poznan (WSB)

Wyższa Szkoła Bankowa w Poznaniu
ul. Powstancow Wielkopolskich 2a
61-895 Poznan, Poland

**Invitation**

The Rector of WSB University in Poznan, would like to invite

Ms / Mr ......

from the department ......

of the university/organization (name) ....

to the conference "International Cooperation of Universities in the Area of ​​Lifelong Learning", organized by WSB University in Poznan, on April 12, 2018 in Poznan, Poland.

The aim of the conference is to establish contacts between universities, create opportunities for future cooperation and dissemination of the results of the KIPAM project.

Participation in the conference is co-financed from the international project "KIPAM Knowledge Is Power, Age Ain’t Matter" carried out by WSB University in Poznan within the Erasmus + program.

Rector

WSB University in Poznan

Jozef Orczyk

*(stamp and signature of Rector and WSB University in Poznan)*