

**International Week (BIP) Programme, Faculty of Public Administration,  
(11th May 2022), 6th – 10th June 2022, Ljubljana, Slovenia**

<b>Location: VIRTUAL on ZOOM</b>	
<b>Wednesday, 11th May 2022, Virtual Meeting on Zoom</b>	
<b>10:30-12:00</b>	Introduction, Ice Breaking, Getting to Know Each Other, Presentation of the Programme in June, e-facilitation experience
<b>Location: Faculty of Public Administration, <a href="#">Gosarjeva ul. 5</a>, Ljubljana</b>	
<b>Monday, 6th June 2022, Ljubljana, Faculty of Public Administration (UL FPA)</b>	
<b>11:00-11:30</b>	Registration with Coffee & Tea & Slovenian Traditional Snacks
<b>11:30-11:50</b>	Welcome Speech and Presentation of the University of Ljubljana, Faculty of Public Administration, Ljubljana and Slovenia
<b>11:50 - 12:00</b>	Presentation of the International Week Programme Presentation of PR and IR activities at UL FPA
<b>12:00-15:00</b>	<b>Presentations of Participants and Universities*</b>
<b>15:00-18:00</b>	<i>Free Time</i>
<b>18:00 -19:00</b>	Afternoon Guided Walking City Tour (Meeting Point: <a href="#">Prešeren Square</a> )
<b>19:00-</b>	Dinner in the City Centre (hosted by the UL FPA)
<b>Tuesday, 7th June 2022, Faculty of Public Administration</b>	
<b>9:00-10:00</b>	<b>WORKSHOP and PRESENTATIONS (parallel session, 2 groups)</b>
<b>INTERNATIONAL OFFICERS</b>	<b>Exchange of Best Practices on the Following Topics (please prepare a short presentation of your experiences and best practices):</b> How do we deal with:
	<ol style="list-style-type: none"> <li>1. Erasmus+ without paper (IIA agreements)</li> <li>2. Blended mobilities</li> <li>3. Blended intensive programmes</li> <li>4. Erasmus+ traineeship</li> <li>5. Erasmus+ KA2 projects</li> <li>6. E+ for PhD students</li> <li>7. E+ priorities: inclusion and diversity, environmental sustainability and green practices, digitalisation and digital education and skills in higher education</li> <li>8. Best practices of your international office's work</li> </ol>
<b>PR OFFICERS</b>	<b>Exchange of Best Practices on the Following Topics (please prepare a short presentation of your experiences and best practices):</b> <ol style="list-style-type: none"> <li>1. What do we do in our PR office (brief description of your tasks (marketing, design, digital marketing, strategic planning, organizing events, etc.)</li> <li>2. How do we do marketing/digital advertising/social media at our institution? (Inhouse, agency)</li> <li>3. How do we build the faculty/university brand?</li> <li>4. Which method of marketing you find most effectively? Best practices – please choose 1 or 2 methods</li> <li>5. Discussion</li> </ol>

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<b>10:00-10:30</b>	<b>PRESENTATION OF INTERNATIONALIZATION at the SCHOOL OF ECONOMICS AND BUSINESS, UNIVERSITY OF LJUBLJANA</b>
<b>10:30-11:15</b>	<b>International Coffee Break (please bring some traditional food from your country to share)</b>
<b>11:15- 13:15</b>	<b>Lecture by an Expert: Marketing Tips and Tricks for HEI-s</b> 1. Building a brand, enforcing the brand, designing a campaign 2. What works and what doesn't for new generations? 3. Presentation of good practices Discussion and sharing of best practices
<b>13:15-14:00</b>	<i>Lunch Break</i>
<b>14:00-15:30</b>	<b>Workshop with an Expert: (E-)Facilitation</b> Creative facilitation of online meetings and events: 1. Online meetings and events don't have to be boring if you facilitate them with creativity and energy. How to bring them to life? 2. How to get the participants to do the work? 3. How to facilitate group processes like brainstorming? 4. Why is it important to get people to engage with each other, as well as the topic?
<b>Wednesday, 8th June 2022, City Centre</b>	
<b>09:45-11:00</b>	Visit of the University of Ljubljana Rectorate (presentation of international and PR activities) <a href="#">Kongresni trg 12</a> (meeting point in front of the rectorate)
<b>11:30-12:30</b>	Visit of Ljubljana City Hall, Stritarjeva ulica 2 (Mayor's reception, presentation of sustainable activities of the City, ...)
<b>12:30-13:30</b>	<i>Free Time</i>
<b>14:00-15:30</b>	Individual Meetings at Different Faculties and Departments
<b>Thursday, 9th June 2022, Faculty of Public Administration and Piran</b>	
<b>9:00-11:30</b>	<b>WORKSHOPS AND PRESENTATIONS (parallel session, 2 groups)</b>
<b>INTERNATIONAL OFFICERS</b>	1. How to better address, foster and include following E+ priorities: inclusion and diversity, environmental sustainability and green practices, digitalisation and digital education and skills in higher education mobility? 2. Other challenges and opportunities in new Erasmus+ programme
<b>PR OFFICES</b>	<b>Lecture by an Expert</b> 3. Digital advertising (Google Ads, Facebook, Instagram, YouTube) 4. Use of social media in HEI (Facebook, Instagram, LinkedIn, Tik Tok) 5. Discussion and sharing of best practices
<b>11:30 – 19:00</b>	<b>**Bus Trip to Postojna Cave and Predjamski Castle</b> Meeting point: in front of the Faculty of Public Administration
<b>19:00-20:30</b>	Departure to Ljubljana
<b>Friday, 10th June 2022, Faculty of Public Administration</b>	
<b>10:00-11:00</b>	WORKSHOP – to be defined
<b>11:00-12.00</b>	Evaluation and Farewell Meeting, Concluding Remarks, Handing out the Erasmus Certificates

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<b>12:00-13:00</b>	Farewell with Catering (hosted by the UL FPA)
<b>13:00</b>	Optional Activities (Open Kitchen event, sup - stand-up paddling on a surfboard – on the river Ljubljanica, - more information to come)

\*Please prepare send us in advance a short presentation/introduction **of you, your university and your faculty (5-7 min), scheduled for**

**Monday, 6th June 2022 at 12:00:**

- Name, job title and main activities
- Location of the university, interesting facts about the city
- University facts (number of international full time students and exchange students, Study programmes offered in English for full-time international students, tuition-fees,...)
- Three fun facts about your country/university