

25 March 2011

DETAILS OF THE IPW PROGRAMME FOR ADMINISTRATIVE STAFF

Dear administrative colleagues,

We are very excited about the upcoming International Partner Week here at Ingeniørhøjskolen i København – IHK (you may as well learn our Danish name..). We are really looking forward to seeing you at IHK.

You have registered as an administrative participant for International Partner Week at Copenhagen University College of Engineering (IHK) during the week from 4 – 8 April 2011, and below you will find details just for the Administrative staff (– and to some extent for the Librarian staff participants as well).

- **On Monday, 4 April 2011** you will arrive at IHK before 11 am – and you will receive an IPW Welcome Package. Your arrival to IHK is followed by a tour of IHK. At 12 o'clock we have a light lunch in the Glass Hall (in Danish: Glaskantinen).
- From 1 pm we shall introduce you to IHK, to our exchange programmes and to our Summer School. After this each of you will be asked to give a 5-10 minutes presentation your own institution, so I kindly ask you to bring brochures, presentation materials, a pdf-presentation etc. We shall have a pc and a projector in the room, D 1.82.
- Later on this afternoon we suggest you to meet with your own students presently at IHK – and you are most welcome to use our facilities for a meeting. I hope you have contacted the students and received positive replies. Please note that you may stay at IHK until 5 pm.
- **On Tuesday, 5 April** we shall start our day in Copenhagen with a guided tour at The Royal Library (the building's nickname is 'The Black Diamond') at 9.45 am, Søren Kierkegaards Plads 1. Address and map will be in your Welcome Package. After this event we shall return to IHK for lunch and the Opening Ceremony.
- During the afternoon we shall present a number of relevant speeches – all under the theme of 'Innovation and sustainability'.
- The Tuesday evening will be something quite special; we shall go by bus to Esrum Abbey for a guided tour and a buffet dinner in the cellar!
- **On Wednesday, 6 April** from 9 – 11 am we shall have our workshop on relevant administrative issues. I suggest you bring ideas and perhaps material to this workshop. I have entered topics like – *introduction programme, – accommodation issues, English for exchange students* – and we shall be flexible about the way we work together this morning (one group, teams or...?)
- From 11 am – 2pm we have our yearly International Forum – the market place where you and you students at IHK will present your home institutions to IHK students. Please bring

material, posters, photos etc. for this event. We truly need your assistance in recruiting IHK students for exchange.

- Wednesday afternoon is scheduled for a speech by Tor Nørretranders – ‘The Engineer as a Hero’. Tor Nørretranders is a Danish science journalist, an independent writing professional – and an active debater in the Danish media.
- **On Thursday, 7 April** from 9 am you will learn about the IHK Student Counselling Service. We shall also continue our workshop with themes from the previous day.
- After lunch we shall go by bus to visit and be guided through Ørestaden – the quite new living area on Amager – close to the airport. From this tour we shall taste Danish wine (yes – wine is actually produced in Denmark!) – before we shall return to the Copenhagen City Centre for the IPW Closing Event at the restaurant ‘Bøf & Ost’ at Gråbrødre Torv.
- You will be kindly asked to hand in your Evaluation of our IPW 2011 before leaving.
- **On Friday, 8 April** we shall suggest you meet with student and visit other partners of your institution in the Copenhagen or Øresund area!
You will NOT go to IHK on Friday.

If you have certain (e.g. ERASMUS) documents you need us to sign, we can of course do this while you are here.

Please be advised that the teachers coming to IHK for the 3 days during this week (from 5-7 April 2011) receive separate information and instructions relevant for them.

We have attached the updated Overview of the week. **As an administrative participant we hope you are interested in taking actively part in the orange and yellow blocks as shown on the Draft IPW week programme.** Today’s list of participants as administrative and librarian staff is attached.

You may wish to check the web for the detailed week programme at www.ihk.dk/international/ipw and for the total list of participants.

Please don’t hesitate to contact the IPW secretary Ms. Agnethe Rald (agr@ihk.dk) or me for clarification and ideas.

We shall be looking forward to seeing you in Copenhagen for the IPW 2011!

Kind regards,
Marianne

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