



19 November 2014

Dear staff member,

As the coordinator of this year's Erasmus Staff Week, I'm writing to give you some practical details about what we've planned for the event, which will take place during the week of 14–18 December.

First of all, to get into town you'll find there are regular bus and train shuttles right to the city centre. Once you get to centre, you'll be able to go straight to your hotel, the Hotel Marduk, which is just a ten-minute walk from Plaça de Catalunya.

Turning to the Staff Week itself, on Monday 14 March we'll be having our welcome meeting at 7.30 p.m. in the *Sala de Juntes* (auditorium) in the University's Historic Building at 585, Gran Via de les Corts Catalanes. Our registration desk will be open there from 3.30 p.m. to 7.15 p.m., so don't forget to visit us.

Finally, if you've already booked a room in a hotel other than the Hotel Marduk or if you won't be able to come to register at the Staff Week desk before 7.15 p.m. on Monday, then please let us know as soon as possible by e-mailing us at SWorganisers@ub.edu. And when you're here, remember that if you need to contact the organisation at any time, you can phone us on 934 027 352.

Regards,

Laverne Forner
Staff Week Coordinator