Thanks to the host university
WELCOME TO
THE EAIE ACADEMY IN BUDAPEST

We are delighted to welcome you to the 2019 EAIE Autumn Academy. In the coming days, you will gain the knowledge and skills needed to develop your career within international higher education.

**ON-SITE REGISTRATION**
Monday & Thursday: 08:00–09:00  Wednesday: 12:30–13:30

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tbody>
<tr>
<td>&lt;09:00</td>
<td>12:30</td>
<td>17:00</td>
<td>&lt;09:00</td>
<td>12:30</td>
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<tr>
<td>Developing and managing Joint Master Programmes: steps to success, Room N15.104</td>
<td>Recruiting 101: building a full cycle recruitment process, Room N15.106</td>
<td>Advising international students: building intercultural competence, Room N15.101</td>
<td>How to manage an international office, Room N13.301</td>
<td>Overcoming the challenges of foreign credential evaluation, Room N13.302</td>
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MEET & GREET AT
THE NETWORKING EVENTS

In addition to training courses, we have arranged two exciting networking events aimed at providing you with the opportunity to get to know your fellow participants and trainers while soaking up the city’s amazing culture.

Welcome reception I

- **Monday, 17:15–19:30**
- **Oktober Hall, Central European University,**
  Oktober 6 Street, number 7, Budapest, Hungary
- This event is free for all participants (no registration is required).
- Enjoy a selection of delicious food and wines while connecting with fellow participants during this reception hosted in a stunning glass-roofed room on the university grounds. The Oktober Hall is only a 2-minute walk from the Academy venue.

Welcome reception II

- **Thursday, 18:00–19:30**
- **Ludwig Boat on the Danube River**
  *Boarding address:* Dock 8 at Petőfi tér, Jane Haining wharf, 1052, Budapest, Hungary
- This event is free for all participants (no registration is required).
- Join this scenic boat ride along the beautiful Danube River, while enjoying wine, bites to eat and stunning views of Budapest.

**How to get there**
- **By tram:** From the academy venue, follow Vigyazo Ferenc Street to the Danube River. Then take tram number 2 at Széchenyi István tér in the direction of Közvágóhíd H. Disembark at Vigadó tér (second stop), and then walk along the river until you reach dock 8. The tram journey is around two minutes and the walk from the tram to the dock will take approx. six minutes.
- **On foot:** It takes around 14 minutes to reach dock 8 on foot. Follow Nador Street until József Attila Street, turn right and keeping walking until you are at the Danube River. At the river, turn left and it’s a short stroll along the river edge to dock 8.
CATERING
Coffee and lunch will be served in the Atrium located on the ground floor of the 13 Nádor Street (N13) building. Coffee will be served daily between 10:30-11:00 and 15:00–15:30. Lunch will be served from 12:30-13:30. To enjoy a coffee before the Academy starts, visit the café on the ground floor of the 15 Nádor Street (N15) building, which is open from 08:00. Please note that payment is required and they accept cash, credit or debit card.

You will receive a water bottle with your registration bag. This water bottle is re-usable and water stations are available throughout the venue, located near the restrooms. Tap water is safe to drink at the CEU building and everywhere in Budapest. Go green at the Academy by refilling your water bottle instead of using the disposable cups.

CLOAKROOM
A cloakroom is available on the ground floor of the N15 building. Belongings can be brought to the classrooms, which will be locked during coffee breaks and lunches. Please take any valuable items with you at the end of the day. The EAIE is not liable for any loss or theft.

FIRST AID
For assistance, please contact a member of the EAIE staff in the EAIE Office located on the ground floor at the Atrium of the N13 building.

NAME BADGE
Please wear your name badge at all times, including during the networking events. Without your name badge, you will not be granted access to the venue.

WIRELESS INTERNET
Wireless internet is available throughout the venue. Please use the eduroam network if you have access to it. Alternatively, you can access the internet via:
• Network name: CEU Event
• Password: Kasv5Dot

ACCESS WITHIN THE BUILDING
You will receive an electronic key to access all Academy areas and your course classroom. Please return your electronic key to your trainer before leaving the Academy. Alternatively, you can place it in the dedicated box at the front office located at the N15 building when leaving the event.

COURSE PRESENTATIONS
Following the Academy, you will receive the PowerPoint presentations from your course by e-mail.
Build a toolkit of essential skills to excel in your role

www.eaie.org/training

Join Europe’s largest international higher education event
Registration opens May 2020 | www.eaie.org/barcelona