

Consortium *Erasmus Al Sud*
Staff Training Week, Beja 03 – 07 June 2013

Invitation

The Consortium *Erasmus Al Sud*¹ is pleased to announce the 1st Staff Training Week in June 3 – 7, 2013 and looks forward to your participation!

The staff training week is taking place at the Polytechnic Institute of Beja *campus*, and during the programme participants will have the possibility to attend seminars and training sessions, in and outdoor, to networking and getting involved in the “Alentejo’s” atmosphere and visit the University of Évora *campus* and the World Heritage city of Évora.

The programme

The programme is focusing mainly on the issues of employability skills and quality management under the Erasmus Consortia. Participants will have the opportunity to acquire and share information, look at different projects, exchange experiences and practices. Our aim is to contribute to identify best practices and approaches towards the management of Erasmus Consortia by strengthening the existing cooperation with partners, both higher education institutions and enterprises, and exploring new collaboration possibilities for the future.

Who should participate?

The *Erasmus Al Sud* Staff Training Week is open to all administrative staff members of our partner universities who are involved in internationalisation at their institution and is particularly targeting the one’s involved in managing Erasmus placements, either at central or departmental level, both from higher education institutions or enterprises.

Accepting up to 20 participants, the *Erasmus Al Sud* Staff Training Week aims to create an interactive learning environment in which all participants are invited to actively contribute. It is a unique opportunity for staff to develop personal and professional skills, to participate in various social and cultural events, and meet with staff of the portuguese higher education Institutions integrating the Erasmus Consortium *Al Sud*.

Programme and registration

The preliminary programme is attached. The participants have the possibility to participate in the programme, working in group on the topics of the Training, and are invited to indicate their choices in the application form.

¹ The Consortium *Erasmus Al Sud* integrates five portuguese higher education institutions, the Universities of Lisboa, Évora and Algarve and the Polytechnic Institutes of Beja and Setúbal.

Accepting up to 20 participants, the *Erasmus Al Sud* Staff Training Week is privileging the contribution to the final programme and the cultural diversity of the participants and is assuming as participant's selection criteria:

- a) The professional scope: international officers;
- b) The home institution: till 2 participants by institution;
- c) The nationality: the most diverse as possible.

The application form should be submitted by email to erasmusalsud@ipbeja.pt, until 12 April 2013. We will be able to confirm your participation by end of April 2013.

Costs

The participation fee is 150,00 € (euros), which includes documentation, all coffee-breaks, 4 lunches, 2 dinners (social programme), cultural visits and the required transportation to attend the several outdoor activities.

Please do not make travel arrangements before your participation is confirmed. Each participant in the *Erasmus Al Sud* Staff Training Week will receive detailed information on payment details and an invoice covering the participation fee will be issued.

The participants are expected to cover their travel to Beja, the accommodation and other meal costs themselves. For this the participants are recommended to apply for Erasmus staff training grants from their home universities.

Deadlines

- Submit the application: 12th April 2013
- Participants confirmation by the organisers: 30th of April 2013
- To transfer the participation fee to the organisers: 03rd of May, 2013

Venue

The *Erasmus Al Sud* Staff Training Week's activities will take place at the Polytechnic Institute of Beja campus (10 – 15 minutes walking from the city centre).



Accommodation

The *campus* of the Polytechnic Institute of Beja (IPBeja) is located about 10-15 min walk from the city centre. The participants can choose the most suitable hotel, in the city centre or near the *campus*.

The participants should do their hotel booking themselves choosing from the suggested list of hotels (attached). The IPBeja has been negotiating special fares with the local hotels. When contacting the hotels participants should mention that are *coming to the Polytechnic Institute of Beja to participate in Erasmus Al Sud Staff Training Week 2013*.

How to get to Beja

Beja is located in the region of Baixo Alentejo, approximately 180Km south of Lisboa and 160Km north of Faro. Lisboa and Faro are the nearest international airports.

- Arriving from Lisbon

To take the bus or the train from the airport the best way is to take the subway / [metro](#) (direct connection from the airport: red line last station) and reach the Gare do Oriente (Railway Station) and Sete Rios (Bus Station). The metro ticket can be bought onboard (fare +/-1,50€) or at the desks of the TOURISM or CARRISTUR on the Airport arrival lobby.

The average journey time on train is about 2h30, and the cost is around 16,00 € (Lisbon – Beja, one way). You will have to take the train in direction to Évora and change at Casa Branca.

If you chose to travel by Bus to Beja, the average journey time is around 3h00, and the cost is around 14,00 € (one way).

If you prefer to spend some time in Lisbon, in the city center, you can catch the: Nº 91 (Aerobus) - makes the run between Lisbon Airport and the city centre. Service begins at 07:45am and ends at 08:15pm. Buses are available every 20 minutes. The ticket may be purchased from the driver as you board the bus. Ticket for all-day travel (+/-3,5€).

Taxis in Lisbon

There are two taxi stands within the perimeter of the Lisbon airport, one at arrivals and the other at departures. The fare on the taxi meter should read 3.00€ (daytime pick-up). Outside the city limits, city fares are charged per kilometer (km=0,42); 1,60€ is charged for the transportation of luggage or animals. Before taking a taxi, inquire about the fare (an additional 20% is charged for services on Saturdays, Sundays and holidays and for nighttime service from 9pm to 6am).

You can get more info and purchase a Taxi Voucher at the Tourism Information Counter in the Airport's Arrivals Hall.

- Arriving from Faro

Please note that the connections Faro to Beja are quite difficult and restricted, so participants are advised to check in advance for the transport possibilities available (bus and train).

Taxis in Beja

Once in Beja, the best way to reach the Hotel is by taxi. The average fare is 3.25€ (3.90€ during weekends and after 9pm). Telephone: (00351) 284 322 474

Useful links

Transportation

Bus - National Network - www.rede-expressos.pt/default.aspx

Train - www.cp.pt

IPBeja

Home page - www.ipbeja.pt

City and region of Beja

Home page of city of Beja: www.bejadigital.pt/default.aspx

Touristic information on Alentejo: www.visitalentejo.pt/vEN

Touristic information on Portugal: www.visitportugal.com



Contact person

Ms. Maria Cristina Palma
Consortium Erasmus Al Sud
e-mail: erasmusalsud@ipbeja.pt
Tel: 00351 284 314 400

Accommodation in Beja

The *campus* of the Polytechnic Institute of Beja (IPBeja) is located about 10-15 min walk from the city centre. The participants can choose the most suitable hotel, in the city centre or near the *campus*.

The participants should do their hotel booking themselves choosing from the suggested list of hotels below. The IPBeja has been negotiating special fares with the local hotels. When contacting the hotels participants should mention that are *coming to the Polytechnic Institute of Beja to participate in Erasmus Al Sud Staff Training Week 2013*.

HOTEL /ADDRESS	PRICES*	CONTACTS
Nearby the Institute Polytechnic Campus		
Beja Parque Hotel Rua Francisco Miguel Duarte, 1 7800-510 – BEJA	Single room -50€ Double room – 60€ Breakfast included	Phone: +(351) 284 310 500 Fax: +(351) 284 310 508 Email: geral@bejaparquehotel.com Email Reservations: reservas@bejaparquehotel.com http://www.bejaparquehotel.com
Hotel Melius Av. Fialho de Almeida 7800 – Beja	Single room -35 € Double room – 45€ Breakfast included	Phone: +(351) 284 313 080 Fax: +(351) 284 321 825 www.hotel-melius.com Email: hotel.melius@netvisao.pt
In the City Centre		
Hotel Francis Praça Fernando Lopes Graça 7800 – Beja	Single room -39€ Double room - 45€ Breakfast included	Phone: +351 284 315 500 Fax: +351 284 315 501 e-mail: reservas@hotel-francis.com http://www.hotel-francis.com/ing/index.htm
Pousada de Beja - São Francisco Largo D. Nuno Álvares Pereira 7800-901 Beja	Single room - 87,00€ Double room - 97,00€ Breakfast included	Phone: +351 284 313 580 Fax: +351 284 329 143 http://www.pousadas.pt/historic-hotels-portugal/pt/pousadas/alentejo-hotels/pousada-de-beja/sao-francisco/pages/home.aspx e-mail: guest@pousadas.pt
Residencial Bejense R. Cap. João Francisco de Sousa, 57 7800 – Beja	Single room – 30€ Double room – 40€ Breakfast included	Phone: +351 284 311 570 Fax: +351 284 311 579 www.residencialbejense.com e-mail: residencial-bejense@sapo.pt
Residencial Santa Bárbara R. de Mértola, 56 7800 – Beja	Single room – 30 € Double room - 42 € Breakfast included	Phone: +351 284 312 280 Fax: +351 284 312 289 http://www.residenciaisantabarbara.pt/ e-mail: reservas@hotelsantabarbara.pt

Please note that the IPBeja does not own or represent any of the accommodation facilities detailed above. The IPBeja has not inspected any of these hotels for quality of service. The details provided are for information only. The prices and information shown are correct at the time of producing this guide. However the hotel prices may change. If you would like more detailed information on prices and facilities available please contact the hotels directly as details have been provided.