



Staff Training for CHARM-EU Outgoing Coordinators

Dear Colleagues,

The team of the CHARM-EU work package “Mobility” invites you to participate in a 2-day staff training for Outgoing Coordinators or Student Advisors for Erasmus mobility. The aim of this staff training is to increase the knowledge about our partner institutions in the alliance and their offers for our students, to provide you with more insights for your daily advising tasks.

We will focus on staff from central international offices and staff from faculties to ensure that you will meet your peers. We will exchange know-how about the current Erasmus regulations and share best practices on processing, developing and increasing exchange.

The staff training will take place Tuesday and Wednesday, June 24 – 25, 2026 at University of Würzburg, Germany. For anyone who is able to arrive a little early on June 23, we warmly invite you to join our annual [International Evening](#) and visit the booths showcasing our international programs. A major highlight featuring great dancing, music, and delicious food. You’re welcome to stop by the International Office booth to meet their colleagues or visit the CHARM EU booth to advise interested students on studying abroad at your university. Please let us know if you’ll be attending the International Evening.

Please refer to your International Office for the funding of your stay through Erasmus STT.

The closest airport to Würzburg are Frankfurt Airport or Nürnberg Airport (ca. 1,5 hours by fast train ICE).

More practical information will be sent after we receive your registration. But don’t hesitate to get in touch in advance, should you have any questions.

We are looking forward to welcoming you at University of Würzburg!

Best regards

Karla Pfeifer

University of Würzburg
1.1 - InterNational Networking
1.2 – European Mobility (ERASMUS)

Agenda

Arrival Day – 23.06.2026

Time	Topic	Building / Room
20.00	<p>Enjoy the annual JMU International Evening</p> <p>Optional: join our CHARM EU booth and speaks with our students</p>	Hubland South Sports Centre Am Hubland, 97074 Würzburg

First Day – 24.06.2026

Time	Topic	Building / Room
9.00	Arrival	Room: 01.028, Building 70, Campus Hubland South
9.15	<p>Welcome by JMU</p> <p>Getting to know each other (Ice Breaker Games)</p> <p>Welcome by CHARM EU Work Package 6 leads</p>	Room: 01.028, Building 70, Campus Hubland South
11.00	<p>Hubland Campus Tour</p> <p>Meet our International Office & CHARM EU Team</p>	
12.30	Lunch Break	Room: 01.028, Building 70, Campus Hubland South
13.30	Poster Sessions	Room: 01.028, Building 70, Campus Hubland South
15.30	Coffee Break	Room: 01.028, Building 70, Campus Hubland South
17.00	Wrap Up / Discussion on open topics	Room: 01.028, Building 70, Campus Hubland South
19:00	Dinner	Restaurant Jahnterrasse

Second Day – 25.06.2026

Time	Topic	Building / Room
08.45	Arrival	Room: 2.013, Building Z6, Campus Hubland North
09.00	Digitalization in the Erasmus Daily Routine Tools such as Erasmus Dashboard, OLA, Mobility Tool+ – experience exchange among participants.	Room: 2.013, Building Z6, Campus Hubland North
10.00	Sustainability & Inclusion in the Erasmus Program Strategies for green travel, supporting underrepresented groups.	Room: 2.013, Building Z6, Campus Hubland North
12:00	Lunch Break	Canteen
13:00	Worldcafé: Looking ahead - How to improve our cooperation	Room: 2.013, Building Z6, Campus Hubland North
15:00	Wrap up	Room: 2.013, Building Z6, Campus Hubland North
15.40	Planning of Follow-Up Meeting	Room: 2.013, Building Z6, Campus Hubland North
16:15	Farewell	Room: 2.013, Building Z6, Campus Hubland North