14-18.05.2018

English

WELCOME GUIDE
ERASMUS Staff Training Week
The city of Verona is situated in Veneto, north of Italy.

Walking through Verona is an endless voyage of discovery and a pleasant and attractive place to study in. Verona is a city where you can get from place to place on foot. Here you will feel surrounded by more than 2000 years of history. One of the best known monuments is the Arena, the ancient Roman amphitheatre where opera, music and ballet performances take place in the summer.

Verona has a wealth of exceptional monuments, as the exclusive Piazza dei Signori, the characteristic Piazza delle Erbe, the ancient Teatro Romano (an open-air theatre, today seat of ballets and plays), the Torre dei Lamberti (from which you can enjoy a beautiful view of the town), the Romanesque church of San Zeno, the medieval Castelvecchio, the suggestive Giardino Giusti.

Not far from the Lake Garda (Lago di Garda), Verona is situated in magnificent surroundings which make it an important destination for international tourism.
How to reach Verona and getting around

By plane
- Aeroporto Valerio Catullo is in Villafranca, 10 km far from the centre of Verona.
  🕒 7.00 a.m. / 12.00 p.m.
  ☑️ +39 045 8095666
A special bus-shuttle connects the airport to Verona Porta Nuova railway station / price 6 Euro
  🕒 5.35 a.m.-11.10 p.m.
Other International airports not far from Verona are:
- Aeroporto Valerio Catullo
- Aeroporto di Treviso
- Orio al Serio International Airport, Bergamo
- Marco Polo International Airport, Venezia
- SEA Milano Linate, Milano Malpensa

By train
The central railway station is stazione di Verona Porta Nuova.
  🕒 7.00 a.m. / 9.00 p.m.
  ☑️ 892021 call Center

By car
Verona is easily reachable by fee-paying motorways:
- A4 Milano-Venezia, exit Verona SUD
- A22 Brennero-Modena, exit Verona NORD
In various streets in the city centre cars are forbidden, as there are many pedestrian areas. In order to park in the centre you need to pay an hourly rate or to get an authorisation (Verona Pass) issued by Ufficio Permessi at the Town Hall.

By bus
How to get to University seats from the railway station Verona Porta Nuova:
- International Relations Office and Veronetta area (Students Offices, Economia, Lingue e Letterature Straniere, Scienze Umanistiche) and Scienze Motorie (Via Casorati): bus n. 11-12-13
- Giurisprudenza (Via Montanari): bus n. 51
- Scienze e Ingegneria and Scuola di Medicina (Borgo Roma): bus n. 21-22
For further information (Azienda Trasporti Verona)
  ☑️ +39 045 8057811
  ☑️ Monday - Friday 8.00 a.m. / 18.00 p.m.
  ☑️ Saturday 8.00 a.m. / 14.00 p.m.
  🔵 info@atv.verona.it
  🔵 atv@atv.verona.it

Tourist information
Università degli Studi di Verona
Follow the University of Verona on Facebook:
  🔵 https://www.facebook.com/internationalunivr
Comune di Verona
  📍 Piazza Bra, 1
APT - Azienda Promozione Turistica
Lago di Garda / Lake Garda
Spettacoli Arena
  Arena Call Center
  ☑️ +39 045 8005151
Centro prenotazioni alberghiere
  ☑️ +39 045 8009844

Shopping
Usually shops open:
  ☑️ On Monday from 3.30 p.m. to 7.30 p.m. and from Tuesday to Saturday 9.00 a.m.- 12.30 a.m. and 3.30 p.m. - 7.30 p.m. Many central shops are open all day from 9.00 a.m. to 7.30 p.m. and even on Sundays.

How to get to the International Office
International Office is situated at Chiostro S. Francesco next to the library Frinzi (Veronetta).
Access to the Office is from the courtyard:
  📍 Via S.Francesco 22 - Verona
  First floor - Stairs “A”
Please see the maps below.
The seats of University of Verona can be easily reached by public means of transport from the railways and bus station.

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<th>Time from city centre to the seats of University</th>
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PARTICIPATION TO THE STAFF TRAINING WEEK

Application

Please fill in the online application form. Deadline: 16.02.2018

Training Programme

When completing the online application form, you will be asked to upload your training programme by using the ERASMUS STT standard form. International Office will inform you about your acceptance at the University of Verona no later than 16.04.2018

Staff Training Agreement

If accepted, International Office will be in touch with you for further information and other formalities. Please note that the University of Verona will be able to accept up to 2 people from the same institution. In case of many requests, only 1 person will be accepted.

Funding

Please note that participants are responsible for covering their own accommodation, travel and meals during this week. You are kindly requested to seek for ERASMUS STT funding at your Home Institution, where possible.

Duration

Training activities will take place from Monday 14.05.2018 to Friday 18.05.2018. Participants are supposed to attend all the proposed events in order to be provided with the attendance certificate on the last day.

Language

Main working language will be English. However, some of the visited units/offices/ departments might prefer to communicate in Italian language. In those cases, a translation into English will be provided.

Presentations

Participants will be asked to present their Home Institution and their job by means of a ppt or pdf presentation. Presentations should be sent by e-mail to the International Relations Office (relazioni.internazionali@ateneo.univr.it) before arrival and also saved on a USB support.

Accommodation

If you need help in finding a hotel or temporary accommodation for the week, please contact the International Students Union at: accommodation@isu-services.it

Arrival in Verona

Once in Verona, in case you should need help, you can contact the following numbers:

- **International Office**
  +39 045 8028358
- **Mr. Andres Maldonado** (International Students Union)
  +39 393 9722386
## Erasmus Staff Training Week 14-18.05.2018

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<th>Time</th>
<th>Activity</th>
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<td>14.05</td>
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<td>Welcome and registration, Campus Tour</td>
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<td>International Students Union, Walking Guided Tour in Verona</td>
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<td>Wednesday</td>
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<td>/ Training Sessions and Individual Meetings according to specific interests</td>
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<td>Lunch break</td>
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<td>Optional Fee-Paying Visit to “Valpolicella” and Wine Tour (details and price available later on)</td>
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<td>Friday</td>
<td>18.05</td>
<td>International Office, Conclusion of the Staff Training Activities</td>
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<td>Free afternoon</td>
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