**SERMO and SJO PW Conference**

***Internationalisation - practical challenges for university language centres***

**Warszawa, 4-5 December 2015**

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| **ORGANIZED BY:** | Association of Academic Foreign Language Centres SERMO and the Foreign Language Centre of Warsaw University of Technology |
| **VENUE:**  | Politechnika Warszawska Plac Politechniki 100-661 Warszawasjo@sjo.pw.edu.pltel. +48 22 234 7352[www.sjo.pw.edu.pl](http://www.sjo.pw.edu.pl)  |
| **TIME:** | **4-5 December 2015**  |
| **FEES:**  | **For SERMO members – 250 PLNFor non-members – 300 PLN**Conference fee includes conference materials and meals (lunch, dinner). |
| **REGISTRATION:** | Registration closes on **3 November 2015**Full payment should be made by **10 November 2015****Please, feel informed that your registration will be completed only after full conference fee has been paid.** |
| **CONTACT:** | Registration forms should be sent to: sjo@sjo.pw.edu.plContact person: **Ms** **Marta Puchalska, tel +48 22 234 7352** |
| **MEALS:** | **Friday****4 Dec 2015**  | * coffee break
* lunch
* conference dinner
 | **Saturday****5 Dec 2015**  | * coffee break
* lunch or lunchpack
 |
| **ACCOMMODATION:** | **Participants should book hotels on their own** e.g viawww.booking.com. Most hotels have considerable discounts for the beginning of December.  |
| **Hotels in vicinity** | * **Hotel MDM** Plac Konstytucjiwww.hotelmdm.com.pl
* **Campanille Varsovie**, ul. Towarowa 2 www.campanile.com
* **Hotel Metropol**ul.Marszałkowska [www.hotelmetropol.com.pl](http://www.hotelmetropol.com.pl)
 | * **Hotel Reytan**ul. Rejtana 6 www.reytan.pl
* **Hotel - Ośrodek Sportu i Rekreacji Dzielnicy Śródmieście**ul. Polna 7a<http://www.osir-polna.pl/pl/hotel/oferta>
* **Pokoje gościnne** **PW** ul. Polna 50<http://vip.wpw.pw.edu.pl/>
 |
| **WITHDRAWAL:** | **Before 15 November 2015** – full refund **16-29 November 2015** – 50% refund**From 30 November 2015** – no refund |

**CONFERENCE REGISTRATION FORM**

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| DATE AND VENUE | **4-5 December 2015****Studium Języków Obcych Politechniki Warszawskiej***(Warsaw University of Technology Foreign Language Centre)***Plac Politechniki 100-661 Warszawa** |
| PARTICIPANT'S NAME  |  |
| SERMO MEMBER (*please underline*) | YES | NO |
| INSTITUTION |  |
| INSTITUTION'S ADDRESS | STREET |  | ZIP CODE |  |
| CITY |  | TELEPHONE |  |
| E-MAIL |  |
| INVOICE SHOULD BE MADE OUT TO |  |

|  |  |  |
| --- | --- | --- |
| On Saturday, 5 December I would prefer*(please underline)* | LUNCH | LUNCHPACK |

**Please, send the Registration Form by 3 November 2015 to:**  **sjo@sjo.pw.edu.pl**

**The full conference fee should be paid by 10 November 2015 to the following account:**

**Stowarzyszenie Akademickich Ośrodków Nauczania**

**Języków Obcych SERMO**

**ul. Piotrowo 3a, 60-965 Poznań**

**Bank Zachodni WBK SA 6 oddział w Poznaniu**

**42 1090 1362 0000 0001 0531 2423**

**Please, include the participants name and the words "Warsaw 2015" in the description section of your transfer.**

**OUR SPONSORS:**

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