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| --- | --- | --- | --- | --- |
|  | **S:\30 Öffentlichkeitsarbeit\Fotos\Verschiedene Bilder International\CN-Gebäude\CN_Gebaeude_003-1.jpgS:\30 Öffentlichkeitsarbeit\Fotos\Verschiedene Bilder International\CN-Gebäude\CN_Gebaeude_011.jpg** | | | |
|  |  | | | |
|  | **Application Form BLOCK WEEK Seminar** | | | |
|  |  | | | |
| Date of block week:  (SS or WS) | Click here to add text. | | | |
|  |  | | | |
| Lecturer: | Titel: Click here to add text. | | | |
|  | First name: Click here to add text. | | Surname: Click here to add text. | |
|  |  | | | |
| Home university: | University: Click here to add text. | | | |
|  | Faculty/Dept.: Click here to add text. | | | |
|  | Address: Click here to add text. | | | |
|  | Website: Click here to add text. | | | |
|  |  | | | |
| Title of seminar: | Click here to add text. | | | |
|  |  | | | |
| Type of seminar\*:  (Please select one type) | International Block Week  National Block Week  Excursion | Language of instruction: | | German  English  Others: |
|  |  | | | |
| Contents/description of the seminar: | | | | |
| Click here to add text. | | | | |
| Important notes:  (e.g. language of instruction or specifics of the course) | | | | |
| Click here to add text. | | | | |

\* In case of doubt, the classification of the “type of seminar” will be made by the dean of studies.

**Your block week seminar in detail**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Target group:** | | Click here to add text. | | | |
|  | |  | | |  |
| **Maximum number of**  **participants:** | | Click here to add text. | |  | |
|  | |  | | |  |
| **Start and time schedule:** | | Monday to Thursday: 9 am to 4 pm  Friday: 9 am to 1 pm | | | |
|  | |  | | |  |
| **Number of required rooms:** | | 1 seminar room is scheduled for the registered group in the required size! | | | |
|  | |  | | |  |
| **Specifics of the room(s):** | | Click here to add text. | | | |
|  | | Please ask for additional rooms only if they are absolutely needed! | | | |
|  | |  | | |  |
| **Media equipment:**  (all regular seminar rooms are equipped with computer, data projector and overhead projector) | | | | | |
|  | | |  | | |
| Metaplan board \*\* | | | Flip Chart \*\* | | |
| Presentation equipment | | | Speaker’s desk (depending on availability) | | |
| Television Set | | | Video/TV (depending on availability) | | |
| Video camera with microphone (depending on availability) | | | DVD (depending on availability) | | |
| White Board | | | Black Board | | |
|  | |  | | |  |
| **Other**  **Requirements:** | Click here to add text. | | | | |

\*\* in case more than one board is needed the availability is depending on the resources of the university.   
 Deviations are possible.



Please return your completed form

via e-mail to the International Faculty Office:

[s.kohlsaat@hs-osnabrueck.de](mailto:s.kohlsaat@hs-osnabrueck.de)