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Subject: Invitation to the kick-off meeting – 09-13 March 2014

Dear colleague,

I am pleased to invite you to the Tempus Project „Initial Conference“ taking place from 10 March to 12 March 2014 in Potsdam. 09/03/2014 (arrival) and 13/03/2014 (departure) are planned as travel days.

Please find attached a draft version of the Agenda. As soon as we get more information from our event team, we will send you a final version. The main aim of this meeting is the presentation of the project, introduction of the partners, the coordinator and the determination of the first project steps.

In accordance with the project proposal, the cost of travel and accommodation are supported by the project budget for **one person from each participation institution** and additionally for **one person from BSU** (BY Local Coordinator) and **one person from KhNU** (UA Local Coordinator). In case there are still people to attend the conference, the costs have to be financed by themselves.

Please inform **Sarah Nitz** (UP Coordinator of the consortium – sarah.nitz@uni-potsdam.de) because of the accommodation and generally conference proceedings, who will participate in the conference.

I am looking forward to your stay in Potsdam and be pleased to welcome you at the University of Potsdam.

Sincerely yours,

Prof. Dr. Uwe Hellmann