

Universidad Pontificia Comillas is organizing its very first International Staff Week, which will take place in **Madrid from October 27th to 31st, 2025.**

We would be truly pleased to count on your participation — and that of your colleagues — in what we hope will be a rich and inspiring international gathering. To help us plan accordingly and tailor the program to your interests, we kindly ask you to complete this short expression of interest form:

👉 <https://forms.office.com/e/YN78nfA47w>

Your feedback will help us estimate attendance and design a program that reflects your needs and priorities.

While we're still finalizing the full agenda, here's a **preliminary outline** to help you get a sense of the week's structure:

Date	Activity
Sunday 26/10/2025	Arrival of participants in Madrid
Monday 27/10/2025	Arrival of participants in Madrid 15:00 – Participant registration 16:00 – Welcome cocktail invitation 17:00 – Opening session: Welcome by the university 18:00 – Small tour around Madrid or near the university 20:00 – Welcome Dinner
Tuesday 28/10/2025	9:00 – First Session 10:30 – Coffee Break 11:00 – Group discussion: 12:30 – Lunch + Networking 14:00 – Second Session Afternoon free 18:00 – Optional cultural activity
Wednesday 29/10/2025	9:00 – International Fair (All day) 10:30 – Coffee Break 12:30 – Lunch

	17:00 – End of the day Afternoon free
Thursday 30/10/2025	9:00 – Third Session 10:30 – Coffee Break 11:00 – Group discussion 12:30 – Lunch + Networking 14:00 – Final remarks, farewell and closing Afternoon free 18:00 – Optional cultural activity 20:00 – Farewell Dinner
Friday 31/10/2025	Free day / Optional excursion organized by Comillas

We truly hope you'll be able to join us in this exciting new initiative.

Should you have any questions or need further information, please don't hesitate to reach out.

Thank you in advance for your time and collaboration.

Best wishes from Madrid,



Arancha Castellanos Herraiz

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