Minutes from the 17 December 2007 meeting in the International Club subgroup working on the Welcome Days

Agenda

1. Date for the first Welcome Day
2. Programme for the first Welcome Day
3. Getting in contact with the new people
4. What to tell them – what can we offer from the IC (activities, brochure, information, contacts)
5. Who does what and when?

Ad. 1:
The first Welcome Day for international staff and PhD students will be 6 February at 2 p.m.

Ad. 2:
Some or all of the following will bid welcome and give information:
Just Jensen or Kjeld Lanng on behalf of DJF and the Personnel Department
Ngonidzashe Chirinda or Justyna Gorzecka on behalf of PhD students
Ian Max Møller on behalf of SAFE (the PhD school)
Birte J. Hansen or Anders Breinholt on behalf of the Staff Club
Janne Hansen on behalf of the International Club

Present PhD students will be invited to welcome new PhD students. People involved in the various activities of the Staff Club (sports, parties, excursions, etc.) will be invited so they can give information about the activities and answer questions. We can offer an indoor art tour. We can give a gift, e.g. AU mugs, art book “Shadows and Light”, art greeting cards. We can initiate planting a tree for each new staff/student, thus promoting AU as a green, clean faculty.

Ad. 3:
For the first Welcome Day we can send the invitation to the department secretaries, the Personnel Department and the intranet. After that we can ask the Personnel Department to hand out IC brochures to new international staff and PhD students.

Ad. 4:
We must complete the IC brochure before the first Welcome Day. It should include a number of planned activities (to be planned at the IC meeting in the beginning of January). We can inform the new people about what information can be found in English and create new sources, e.g.:

- DJF Overblik (coming soon)
- Staff Newsletter
- DJF Newsletter
- Information about DJF and Denmark (coming soon)
- Library course
- Website course
- Glossary of Danish terms
- News in English (Danish newspapers on the internet)
Ad. 5:
Janne proposes a programme.
Janne contacts the various people needed for cooperation.
Birte will send her department’s letter of welcome to Janne.
Birte will investigate if the Staff Club will provide funding for the Welcome Days.

End of meeting
Janne Hansen
Fouls, 2 January 2008