

Form motivation letter

(Basic) Information

Name	
Pronouns	
Country	
University	
Office / Department	
Occupation	
E-Mail	

Occupation

Please write down your tasks – bullet points are also acceptable

What are your daily tasks / what does your job consist of?

Motivation

Why do you want to participate in our Staff Week?

Your Participation

I would be willing to ...

Give a short presentation (30min) on the topic

Give an interactive workshop (90mi) on the topic (*preferred*)

Other:

Do you have special restrictions or needs?

No

Yes, I am blind

Yes, I am deaf

Yes, I am mute

Yes, I am deaf-mute

Yes, I have a walking disability

I need a wheelchair

Other, please specify:

If applicable ...

Assistance

I need an assistant

I will bring one myself

Please provide me with an assistant

Minor Child(ren)

I will have to bring my minor child(ren)

Please specify the age(s):

I need supervision for my children (e.g. babysitting during the day)

Any other restriction/ need:

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Do you have food / dietary restrictions?

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