



Staff Week

English for Administrative Staff

18th – 20th of March 2025

Programme



Welcome to Brest!

This is our great pleasure to host you at UBO and in Brest, for the March 2025 SEA-EU Staff Week on English for Administrative Staff. This booklet presents the content of the staff week, including training and social activities, as well as some practical and historical information about Brest. We hope that you will enjoy your stay in our city.

Registration form

https://docs.google.com/forms/d/e/1FAIpQLSe6z_f9nQLTsJefveAQlrFZC9I1eMERkiG5ybBg5VWPJxp5Kw/viewform?usp=pp_url

BEFORE YOU COME TO BREST



In order to customize the course to your needs, we need to know more about you.

Could you please send a **3-minute video** of yourself, by file transfer to gwenola.legall@univ-brest.fr **by 28th of February**?

In this video:

- 1) Briefly introduce yourselves
- 2) Describe your job briefly
- 3) Explain in what circumstances you need to communicate in English.

And for **18th March**, when we meet in Brest, could you :

- Imagine your need to train a colleague. How would you explain 1 important procedure in relation with your work?
- Make a list of tasks that you are responsible for.
- Prepare a list of typical student questions that you have heard in your job.

Meeting point

- *Faculté des Lettres, 20 rue Duquesne, Brest*
- Go up the stairs then cross the small square and enter the building.



Contents and Schedule

- Please note that the following programme may be modified to adapt to your needs. Lunch and evening meals will be opportunities to practice small talk. **Note that all the activities will be done in English and require your active participation.**

Tuesday 18th March	Wednesday 19th March	Thursday 20th March
<p>9-12am - Room B316 and B313 (Third floor) Welcome coffee. Introducing one another, describing your workplace, typical questions and answers.</p>	<p>9-12am - Rooms B313 and B316 Explaining procedures and rules.</p>	<p>9-12am - Rooms B313 and B316 Organising a meeting (telephoning & emailing, defining the agenda, taking the minutes, participating)</p>
<p>Lunch in the University restaurant (provided). Please signal any dietary restriction.</p>	<p>Lunch in the University restaurant (provided). Please signal any dietary restriction.</p>	<p>Lunch in the University restaurant (provided). Please signal any dietary restriction.</p>
<p>2-5pm- Rooms B316 and B313 Describing duties and responsibilities.</p>	<p>1.30-4pm - A walking visit of Brest in English: understanding a different accent and interacting with the guide (Bring comfortable shoes and rainproof clothes / sunscreen, the weather can be surprising in Brest!)</p>	<p>1.30-4.30pm - Rooms B313 and B316 Meetings (continued), conclusion and perspectives</p>
<p>7pm – Welcome Dinner (provided) <i>La Base</i>, 85 Quai Eric Tabarly Please inform your participation.</p>	<p>7pm. Dinner (at the expenses of participants). <i>Crêperie du Roi Gradlon</i>, 19 rue Fautras Please inform your participation.</p>	<p>Free night out or final meal and drinks together for those staying the night in Brest.</p>

Brest

HISTORY

Brest was built by the Romans in 250 AD. As one of the main French harbours of the 18th century, Brest hosted one of the largest French forced working camps, which was dedicated to strengthen the French Navy. The camp was closed in 1858. During the Second World War, the city was razed to the ground by the British and American coalition as part of their plan to regain control of the French territory. Over the years, Brest managed to overcome its conflicted history to become a successful, dynamic and modern middle-sized city.



A COASTAL CITY

Brest is known as one of the main harbours of the French Atlantic coast. Thanks to its strategic location, it hosts the second biggest French military port. It is also equipped with a commercial port, a fishing port and two marinas. Altogether, the city of Brest, which gathers 25 000 ocean related jobs is considered as the European capital for marine sciences and technologies. Brest is famous nationwide for its expertise in the field of military and civil ship repair. Moreover, its main marina, which is known as the best port of call of the French Atlantic coast, welcomes a dozen cruise liners a year. Finally, it has hosted the departures and arrivals of numerous sailing races such as the Jules Verne Trophy, and many sailing world records were established in the port of Brest.

BRITTANY'S SECOND METROPOLITAN AREA

Brest is located in the north-western part of France. With a population of around 200,000 inhabitants, it is the second largest metropolitan area of Brittany. In order to maintain Brest's current status on the national level, the city's governance has implemented a number of measures which aim at diversifying Brest's strategic assets, as well as promoting innovation. Its expertise in the area of innovative technologies is recognised nationwide and 25,000 people are employed in this field. Moreover, Brest's higher education institutions also contribute to its attractiveness by providing companies with a highly qualified workforce.

Université de Bretagne Occidentale



ONE OF THE MAIN BRETON HIGHER EDUCATION INSTITUTIONS

The Université de Bretagne Occidentale was created in 1971, Nowadays, it provides education to about 23.000 students every year, among which 12.970 Bachelor's degree students. 4.500 Master's degree students and 1.520 PhD students. The University employs 2.250 workers, including academic, technical and administrative staff. It offers a wide range of studies such as humanities, social sciences, earth sciences, engineering, etc. The University also contributes to Brest's attractiveness thanks to the quality of its education and research activities, particularly in the field of marine sciences.

AN INTERNATIONALISED UNIVERSITY

UBO is an internationally-oriented University, which focuses on promoting mobility abroad for its students and staff members. Indeed, it belongs to numerous European and international networks and it has established more than 400 bilateral agreements worldwide. Each year, 1000 of its students participate in a mobility abroad, while the University welcomes 1.700 foreign students. Moreover, about 350 staff members (both academic and non-academic) take part in international professional exchanges.

AN IMPORTANT PLAYER IN THE LOCAL ECONOMY

As one of the main Breton higher education institutions, UBO strongly contributes to Brittany's attractiveness throughout the country. Moreover, the University generates 4000 direct and indirect jobs. Lastly, UBO works hand in hand with local companies in order to prepare its students for their future careers in the best possible way.

Practical information

Getting to Brest

We support sustainable means of transport! Depending on where you come from, **consider the train option!** You can anyway spare at least one plane by taking the train from Paris (Montparnasse station) to Brest. There are also a few direct connections between Charles de Gaulle airport and Brest (<https://www.sncf-connect.com/>). Train is cheaper if you are under 29, remember to tick the box!

How to reach the city center and the hotel?

From the airport: take a shuttle to the tramway terminus station (porte de Guipavas), and then take the tramway until downtown. The train station is 5-10 minutes walking, from main hotels. The ticket costs 1.70€ and can be bought in the shuttle. Shuttle timetable: www.bibus.fr/sites/horaires_ligne_20 If you wish to share a taxi why not see who else is : main hotel are 5-10 minutes walking from the train station

Bibus : <https://www.bibus.fr/>

Recommended accommodation

- Hotels in the city center are between 70 and 90€ /night. (Hotel Vauban, Abalys Hotel, Citotel Gare...)
- You can however find a list of cheaper private options on the usual booking platforms (Booking, Airbnb...)
- The Youth Hostel costs around 28€/night (dorms) and is located +/- 20 mn by bus from the city center

Practical information

Downtown transportation

To reach the main campus, you can either walk - approximately 20minutes or you could take public transportation (bus 01 Hôpital Cavale ou tramway) or taxi 0298 801 801.

Meals

In France, there is usually a lunch break between 12:30 and 13:30 (approximately!).

Weather

Brittany has a temperate maritime weather: winters are cool and rainy while summers are warm and wet. According to a common saying, here in Brittany you can experience all four seasons on any given day. Since scattered showers are usually followed by spells of sunshine, it is important to be properly equipped and, because of the wind, coats are far more appropriate than umbrellas. However, cloudless days are not uncommon so we recommend packing all sorts of clothes.

Contact information

For any questions regarding contents: gwenola.legall@univ-brest.fr

For logistical contents : caroline.lharidon@univ-brest.fr



See you soon!