

2013-05-29

Niedersächsisches Landesinstitut  
für schulische Qualitätsentwicklung  
Keßlerstraße 52  
31134 Hildesheim

**Invitation**  
**to the SICI Workshop**  
**“Evaluating process quality in schools”**  
**Braunschweig, Germany, 3<sup>rd</sup> – 4<sup>th</sup> September 2013**

Dear SICI colleagues,

we are delighted to invite you to take part in the SICI workshop “Evaluating process quality in schools”, held by the Lower Saxony Institute for Quality Development in Schools (NLQ), Germany.

Based on the Lower Saxon quality framework, the Lower Saxon inspection in the past mainly focussed on the accomplishment of the inspected quality items and selected concepts.

For the newly designed inspection system (piloted until summer) core tasks within the framework were identified and defined to describe processes, which are most relevant for increasing the quality of teaching and learning. With the new instruments and procedures we inspect not only the quality of teaching but additionally the quality of these processes.

We hope you consider this challenging topic “Evaluating process quality in schools” relevant for your future inspection-work and invite you to participate in the workshop. This will offer one further great opportunity to cooperate on both the national and the international level.

Please note that there is a limit of 40 SICI participants for the workshop, on a ‘first come first served’ basis. Registration is now open and we advise early booking. Please also note that there will be an **EC-meeting from 4<sup>th</sup> – 5<sup>th</sup> September** in the same hotel. We would like the participants to book using the key word “EC-Member”. After reserving your hotel room, please send your filled-in registration-form and the confirmation of your hotel booking to [sabine.adlkofer@nlq.niedersachsen.de](mailto:sabine.adlkofer@nlq.niedersachsen.de) and copy to [anke.thumann@nlq.niedersachsen.de](mailto:anke.thumann@nlq.niedersachsen.de) **no later than 25<sup>th</sup> June 2013**.

The **Conference Venue** is **Arcadia Hotel PlayOff Braunschweig**  
Salzdahlumer Str. 137  
38126 Braunschweig  
Tel: (+49) 531 2631-483  
Fax: (+49) 531 67119  
Please contact: Mrs. Riener  
<http://www.arcadia-hotel.de/braunschweig/das-hotel>

**Timings** of the conference are:

Registration – 09.30 am on Monday 2<sup>nd</sup> September with an opening session at 10.00 am.

End of workshop – 02.30 pm on Wednesday 4<sup>th</sup> September, after lunch.

A draft programme is attached to this invitation. It also contains the option of arriving one day in advance. We are also pleased to invite you to join the conference dinner on 3<sup>rd</sup> September.

We are looking forward to welcoming you to Braunschweig!

Yours sincerely,

Wulf Homeier

On behalf of the NLQ

## Accommodation and travel information

### Reservation and Communication

1. Contact the hotel directly to reserve your rooms for the night of the 3<sup>rd</sup> September (or earlier if you wish to arrive earlier). You can also extend your visit for a few more days. The price for the hotel room stays the same. **EC-members:** Please book an additional night and write an e-mail to Mrs Adlkofer or Mrs Thumann.
2. Please send your filled-in registration-form and the confirmation of your hotel booking to [sabine.adlkofer@nlq.niedersachsen.de](mailto:sabine.adlkofer@nlq.niedersachsen.de) and copy to [anke.thumann@nlq.niedersachsen.de](mailto:anke.thumann@nlq.niedersachsen.de) **no later than 25<sup>th</sup> June 2013.**
3. Decide how you wish to travel (see below) and book the flights – Hanover Airport is approximately one hour away from the venue, Berlin Airport approx. two hours, Hamburg Airport approx. three hours. Braunschweig Main Station is at three km distance from the hotel.
4. Braunschweig has a beautiful and historic venue in the centre of the city, which is at a distance of approx. 6 km from the hotel. There are various optional activities including a possible tour around town (see programme).
5. If you have any questions or enquiries, we will be happy to help. Please contact either [sabine.adlkofer@nlq.niedersachsen.de](mailto:sabine.adlkofer@nlq.niedersachsen.de) or [anke.thumann@nlq.niedersachsen.de](mailto:anke.thumann@nlq.niedersachsen.de)

### Expenses (Please note that all costs are given in Euro)

- ▶ The NLQ is delighted to fund the conference and the conference dinner on 03<sup>rd</sup> September at 8.00 pm.
- ▶ Delegates will pay their own travel and accommodation costs. We have negotiated a conference and hotel flat rate of 169,00 € per individual including breakfast.. EC-members will pay an additional amount of 128,00 € (altogether 297,00 €). Any optional night before or after the conference will be 79,00 € (including breakfast).

### Ways of travelling to Braunschweig

#### By public transport

Braunschweig, the second biggest town in Lower Saxony, is situated between Hannover and Berlin in the north of Germany. It has got an airport but there is no public transport line offered.

So a comfortable option to arrive at Braunschweig is **a flight to either Hanover, Berlin or Hamburg**, then take **a tram or bus to the central station** and from there **a train to Braunschweig central station** (journey time between one or two hours). Timetables can be seen and tickets be bought at <http://www.bahn.de/i/view/GBR/en/index.shtml>. **From Braunschweig central station** take bus M 411 or M 11 direction Mascherode. Get off at the bus stop “Staatliche Untersuchungsämter”. After 50 metres you will see the hotel on the right side.

#### By Car

**Coming from the North on the A 2:** At the motorway junction Braunschweig-Nord, take the A 391 towards Kassel/Salzgitter. At the interchange Braunschweig-Südwest take the A 39 towards Wolfenbüttel/Bad Harzburg and exit at Braunschweig-Südwest. At the traffic lights turn right into Salzdahlumer Straße. After 500 metres you will see the hotel on the right side.

**Coming from the South on the A 7:** At the motorway junction Salzgitter/Derneburg take the A 39 towards Salzgitter/Braunschweig. At the interchange Braunschweig-Südwest choose direction Wolfenbüttel/Bad Harzburg and exit at Braunschweig-Südwest. At the traffic lights turn right into Salzdahlumer Straße. After 500 metres you will see the hotel on the right side.

We are looking forward to welcoming you to Braunschweig!

The organizing team