

MADRID SQUARE is a Spanish company located in Madrid which is concerned with the planning and management of international mobility projects for young students, teaching staff, young workers and organisations, in several fields.

Our **mission** is to provide the necessary bridge between trainees and companies, doing the best to answer to the needs of both ends of that bridge. We offer **internships in various fields**, and in order to provide a service essential to your personal and professional growth, we work only with companies that keep very high ethical standards.

MADRID SQUARE will be involved in the following management tasks:

- 1) selection of suitable accommodation (food lodging and internal transports) for participants and arrangement of supervision and support;
- 2) tutoring of beneficiaries' integration into their new social and professional environment;
- 3) organisation of the training program described in the project; identification of work placement companies, according to the sectors and goals of the Erasmus Programme as well as to the work programme the partners agreed on; presentation in host company;
- 4) organise language course and cultural preparation;
- 5) in cooperation with the sending organisation: evaluation, assessment and certification;
- 6) we guarantee to respect the Partnership Quality Commitment.

MADRID SQUARE is part of Atlas Training Network with one more office in Sofia, Bulgaria.

You can visit our webpage for more information, or contact us per phone or email.

Tel. + 34 603 407 285
E mail: office@madridsquare.eu
Web: www.madridsquare.eu

Sincerely,
Madrid Square Team