**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**