

## **CHAPTER IV**

### **CONCLUSION**

Airlangga University has established IOP (International Office and Partnership) in 2010. International Office & Partnership (IOP) is a bridge for both international and domestic institutions to establish a partnership with Airlangga University. Generally International Office and Partnership has two main functions, they are:

- As an Entry Unit or the entrance for potential institutions which want to build international or domestic partnership with Airlangga University, and
- As a Connecting Unit between potential partners and all other related units or faculties and also to maintain the development of national and international networks.

IOP provides professional support and consulting services to international students who are visiting in Surabaya, Indonesia. Not only about academics but also everything they need to know while they are in Surabaya. IOP is committed to provide good services and supports for students program, academics and institutions to expand international networking and collaborating opportunities. IOP and other institutions in Airlangga University also provide

programs to enhance the mission of International Office and Partnership to integrate the international students with local culture.

The writer did the internship in International Office and Partnership (IOP) as an administration staff of ASAIHL international conference. ASAIHL is non-governmental organization founded in 1956. ASAIHL have almost 180 members and they make an annual conference in different country each year.

The writer got a lot of experience after doing this internship. There are many things that the writer could learn about being an administrator and being in a team of International Conference such ASAIHL. Eventhough the writer often handle an event but this thing is different because the writer and other prepared the international conference that the writer and other did not ever join with. IOP brings an enjoyable place to work. When the writer did her internship in IOP as an administrator of ASAIHL 2013, the writer learned about how to make a good relationship with some company, such as hotels, event organizer, mass media and also with the keynote speakers.

In this conclusion the writer could say that the main point of what the writer doing in her internship is how to use appropriate language to make a good relationship to satisfy our clients and how to work fast and right to complete the deadline. The writer hopes that this experience will never waste away.