



14 - 18 MAY 2018

INTERNATIONAL WEEK

BBA INSEEC

LYON • BORDEAUX • LONDON • SAN FRANCISCO

INTERNATIONAL WEEK

BBA INSEEC ECE BORDEAUX - LYON

TEACHING STAFF MOBILITY

14 - 18 MAY 2018

PRELIMINARY PROGRAMME

Expected arrival to Bordeaux: Sunday May 13

MONDAY, 14 MAY – BORDEAUX

Welcome Reception, Registration at BBA INSEEC Bordeaux campus

9am – 12pm Lectures / Meeting(s) on individual request

Lunch

2pm – 5pm Lectures

7.30pm Social Networking

TUESDAY, 15 MAY – BORDEAUX

9am – 12pm Lectures

Lunch

2pm – 5pm Lectures / Meeting(s) on individual request

7.30pm Social Networking

WEDNESDAY, 16 MAY – Transfer from Bordeaux to Lyon

Midday Meeting & Transfer to the Airport / Flight to Lyon / Transfer from the airport to hotel(s)

8:00pm Social Networking

THURSDAY, 17 MAY – LYON

9am – 12pm Lectures

Lunch

2pm – 5pm Lectures / Meeting(s) on individual request

7.30pm Social Networking

FRIDAY, 18 MAY – LYON

9am – 12pm Lectures

Lunch

2pm – 5pm Lectures

Closing Drink

Expected departure from Lyon: Saturday May 19

Program timings / Lecture Schedule and Social Activities are subject of changes, to be published within March.

Next update(s): end of March – beg. of April. Final update with visitor list and activities: end of April.



REGISTRATION

We expect international staff to register through an [Application form online](#).

Application period: **January 8 till February 5, 2018.**

Please note we are able to only accept a limited number of guest lecturers and in order to guarantee a cultural diversity of IW2018 group, the number of participants is limited to two persons per institution.

Upon confirmation of participation, the applicants are expected to provide us with additional documentation:

- Resume / ID picture / Course Outline / Course Evaluation
- Copy of the valid Travel/ID card (for those who will attend both locations)

TRANSFER FROM BORDEAUX TO LYON – LUGGAGE/ AIRPORT PICK-UP

Participants are invited to choose to attend either both locations Bordeaux and Lyon or one of them according to the dates below:

- Bordeaux campus: 14- 16 May
- Lyon campus: 16 – 18 May

Please be advised that a flight transfer from Bordeaux to Lyon campus is assured by our services on Wednesday May 16, 2018. Upon the arrival in Lyon, a bus will take the group from the airport to the center of Lyon to reach the hotel(s).

If you don't follow the itinerary suggested or you arrive another day, you must arrange your own transfer/arrival.

We remind you that the free baggage allowance is 20 kg for checked in luggage for all flights. Should you carry extra luggage, please check with the airline in advance. Flight details are confirmed by March period.

FINANCIAL ISSUES

Registration fee: no fee applied.

Catering and social activities are covered.

Participants are expected to cover their travel, accommodation and daily allowance expenses. Guest lecturers from our EU partner institutions may apply for an Erasmus+ grant through their home institution international office. For non-EU Partners, financial issues are to be discussed bilaterally.

ACCOMMODATION

We invite participants to make their own accommodation arrangements since we do not have on-campus halls of residence. Information on hotels is provided in Accommodation facilities guide per campus once your application is approved.

FOOD / CATERING

Lunch and refreshments are served at each campus on site. We organize evening social networking sessions and dinners are offered on a participant's confirmation.

CAMPUS FACILITIES / PRINTING MATERIALS

Please be advised classrooms at BBA INSEEC are equipped with Wi-Fi, video projector.

On your request following supports can be arranged: laptop, Mac adaptor, paper board and beamer/speaker.

For printing teaching supports/copies, please send us your files the week before your classes start to your contacts on each campus.

CONTACT DETAILS

International Office: international@inseec.com

CONTACT IN BORDEAUX:

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CONTACT IN LYON:

WEGOROWSKA Wioleta

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Please find below a non-exhaustive list of teaching topics to cover.

The present list is done for information purposes.

Guest Lecturers are also invited to submit topics within the area of their expertise and according to students' study level.

STUDY LEVEL	AREA	TOPIC
BBA, 1st study year	Management	Cross Cultural Management / Intercultural Leadership
	Business English	Public Speaking / Argumentation / Negotiations in English
	International Relations	Institutional Presentation

BBA (Business Administration), 2 nd study year	Management	Brand Management / Cross Cultural Management
		International Business / Innovation Management
	Logistics	Distribution
	Finance	Financing Mechanisms
		Any other topic(s) welcome
	Digital	E-reputation / any other topic(s) welcome
	Marketing	Marketing / International Marketing
		Consumer Behavior
HRM	Working in a multinational environment / Leadership	
Accounting	Management control	
Entrepreneurship	Business Model	

BBA (Business Administration), 3 rd study year & International Students	Management	Innovation Management / Change Management
	Marketing	E-Commerce / Any other topics welcome
	Digital	Any other topic(s) welcome
	Finance	Any other topic(s) welcome
	HRM	Personal Development / Any other topics welcome