

INTERNATIONAL

BORDEAUX • LYON

13 - 17 MAY 2019

WEEK



 **BBA INSEEC**
LYON • BORDEAUX • LONDON • SAN FRANCISCO

WELCOME

Dear Partners, Colleagues, Academics,

We are pleased to invite you to the 12th International Week taking place on **May 13 - 17, 2019** at our campuses in Lyon and Bordeaux, France.

Since 2008 BBA INSEEC Ecole de Commerce Europeenne has been organizing a traditional international week which offers its students an opportunity to expand knowledge and skills in business area within international classes and to give them a flavor for future study abroad.

It is also a way of strengthening a fruitful collaboration with Partner Universities by encouraging a teaching mobility.

In addition to the lectures, opportunities to socialize with BBA INSEEC administrative and academic staff are also a part of programme.

The IW2019 event invites all participants to discuss, try out and share current trends, topics and models for developing education in the field of business.

The International Week in France would not be only a great opportunity to get to know our institution but also to experience the French culture and way of life.

We will arrange social activities (dinners, workshops) to offer participants networking informal conditions.

PROGRAMME

Guest lecturers have a choice to attend the event either on both campuses (transfer from Lyon to Bordeaux by plane being assured by BBA INSEEC) or to give lectures only at one location (ref. planning below):

Lyon - Bordeaux campuses | **13 - 17 May 2019**

Lyon campus only | **13 - 15 May 2019**

Bordeaux campus only | **15 - 17 May 2019**

We do recommend participants to stay a minimum of three days and to give lectures on a mutually agreed topic(s) : Marketing, Finance, Business Management, Entrepreneurship, E-business, Interactive Business English, European, Institutions etc.

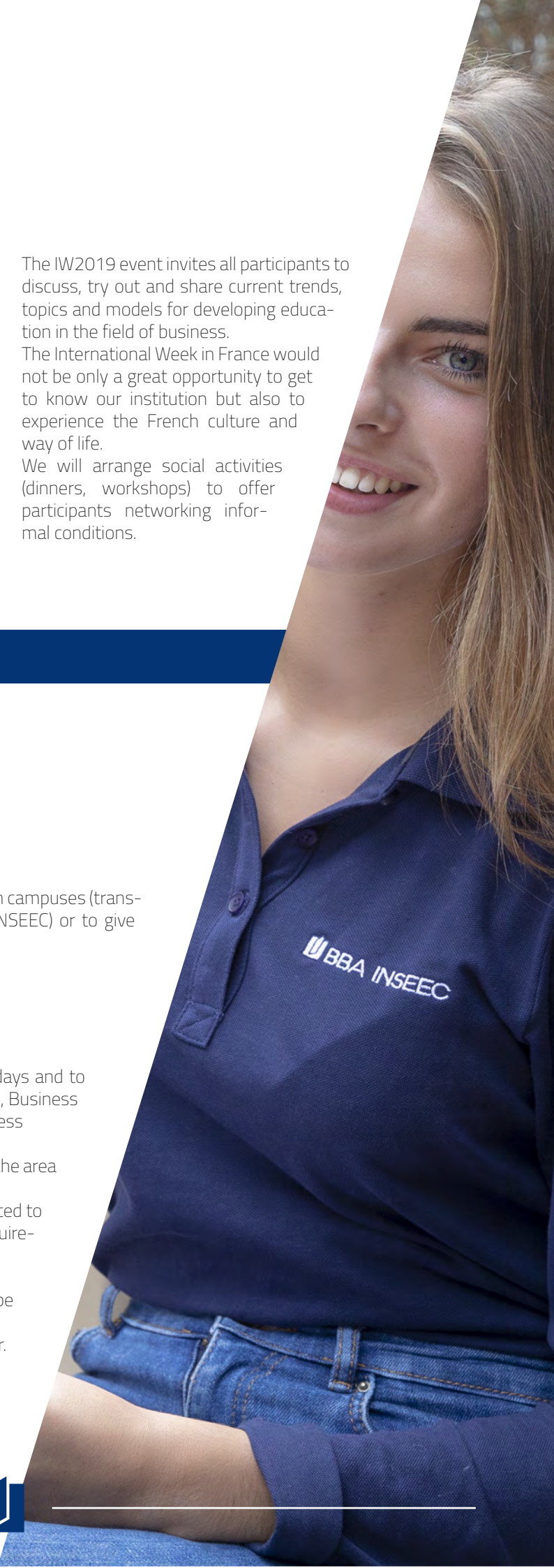
Guest lecturers are invited to suggest their study topics within the area of their expertise.

Teaching staff participants travelling within Erasmus are expected to give eight teaching hours in order to meet the minimum requirement.

The individual academic working frame would include:

- an academic module (2*3h) with an evaluation (0.5h) to be defined once a teaching topic is agreed;
- a participation in Academic Challenge Activity as Jury Member.

The working language of the week is **English**.



PROGRAMME

MONDAY 13 MAY

LYON CAMPUS

Expected arrival to Lyon Sunday May 12, 2019.

8:30 - 12 AM / Registration / Lectures

Lunch

2 - 5 PM / Lectures

7:30 PM / Social Networking

TUESDAY 14 MAY

9 - 12 AM / Lectures

Lunch

2 - 5 PM / Lectures

7:30 PM / Social Networking

WEDNESDAY 15 MAY

Meeting & Transfer to the Airport

Flight from Lyon to Bordeaux / Transfer from the airport to hotel(s)

7:30 PM / Social Networking

THURSDAY 16 MAY

BORDEAUX CAMPUS

8:30 - 12 AM / Registration & Lectures

Lunch

2 - 5 PM / Lectures

7:30 PM / Social Networking

FRIDAY 17 MAY

9 - 12 AM / Lectures

Lunch

2 - 5 PM / Lectures

Closing Drink

Expected departure from Bordeaux: Saturday May 18, 2019



REGISTRATION

STEP 1 : APPLICATION

Application Period: **21 January – 18 February 2019**

Application Form **Online** :

<https://goo.gl/forms/qocAwX8NLqhl36to2>

STEP 2: SUPPORTING DOCUMENTATION

To confirm your participation, we need you to provide us with the following documentation items to be addressed to international@insec.com by February 18, 2019:

- for all participants : CV / ID picture / Course Outline
- for participants attending both BBA INSEEC campuses : Copy of your Travel / ID card (Passport or EU ID for EU citizens).

STEP 3: CONFIRMATION

Confirmation on participation with an additional information on travelling and academic formalities is sent individually after the application period, once your candidature is approved.

Please note, we can only accept a limited number of guest lecturers and in order to guarantee a cultural diversity of IW2019 group, the number of participants is limited to two persons per institution.

Should you have further queries, please feel free to contact our International Office at international@insec.com.

FINANCIAL ISSUES

REGISTRATION FEE : **no fee applied**.

CATERING : lunches, refreshments and dinners are **offered**.

FLIGHT TRANSFER : **covered** if both locations attended.

SOCIAL ACTIVITIES : **offered**.

OTHER : guest lectures are expected to cover their travel, accommodation and daily allowance expenses.

EU FUNDING : Participants whose institutions are members of the ERASMUS+ mobility programme can apply for an ERASMUS+ grant through their home institution international office.

In case there is no Erasmus agreement between our institutions covering teacher mobility yet, we would care for extending existing agreements or set up new ones.

For non-EU Partners, financial issues will have to be discussed bilaterally.

HOUSING

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

We look forward to welcome you at BBA INSEEC-ECE Bordeaux – Lyon next May!

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