

FAQ

1- How can I register? What are the registration fees?

To register, you just need to fill out the online application. There is no registration fee to apply or participate in the International Faculty Week 2024. Please note that participation is only open for Tec de Monterrey's partner universities

2. Can I choose on which days to give my lectures?

The schedule of every professor depends on the Tecnológico de Monterrey Academic Departments, they will provide a specific lecturing time and this cannot be changed. All academic activities must be between **12 to 16 classroom hours** (per week). Participation on cultural activities and networking events is strongly encouraged if the academic agenda allows it.

3. Who will I be teaching, lecturing or assisting with?

You will be notified via email the information of the professor(s) from Tec de Monterrey whom you will be working with. You will arrange with the professor the specific lecture topics according to your professional expertise and the syllabus of the course itself.

4. What level are the students I will be teaching during the International Faculty Week 2024?

They will all be undergraduate students at Tec de Monterrey.

5. Will I have the same students for every session, or the groups change for every activity?

The students may change on every session and in the activities as well.

6. Will I receive a certificate of attendance?

Yes, an attendance certificate will be provided at the end of the program.

7. Is there any remuneration for participating in the event? Will I get paid for lecturing?

The lectures are not remunerated by Tec de Monterrey and its faculties.

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8. Are there any funding opportunities to have my travel expenses covered?

There are no funding opportunities to cover travel expenses (travel or health insurance, plane ticket, cancellation fees, among others).

9. I only want to attend one day of the International Faculty Week 2024, is that possible?

No, participants must attend the academic lectures and events that he/she has agreed for the week, as the host professor will plan its modules accordingly.

10. When will the International Faculty Week 2024 agenda be available?

The final schedule will be available in October 2024.

11. 11. What will be the times of the academic lectures and other events?

The activities of the International Faculty Week 2024 might take place between 7:00 a.m. and 10:00 p.m. (GMT-6).

12. Are there any restrictions for entering Mexico because of Covid-19?

As of August 2023, Mexico does not have entry restrictions.

13. Can I bring companions with me to Mexico?

Yes, however, Tec de Monterrey will not cover for their travel expenses, meals, academic activities or accommodation.

14. Will I get a reimbursement if my flight gets cancelled?

We cannot reimburse travel expenses (health insurance, plane ticket, cancellation fees), hence we advise participants to purchase a travel insurance for these matters.

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15. Can I choose which campus I want to participate in?

You may select up to two options but will only be chosen for one campus. This will depend on faculty members at Tec, since they select participants according to the academic needs of every campus.

16. When will I be notified on which campus I will be participating?

This will be notified in your acceptance email.

17. Is it possible to arrive earlier to acclimatize with the city and facilities?

Yes, however if you arrive before Sunday, November 10th, we cannot cover your accommodation or meals.

19. To what airport should I arrive/depart?

This will depend on the campus you will be participating. We advise you to check flight connections between your departure airport and the city where you will be participating. These are the main airports for every city:

- **Guadalajara (GDL)**, Miguel Hidalgo y Costilla Guadalajara International Airport
- **Mexico City (MEX)**, Benito Juárez International Airport
- **Monterrey (MTY)**, General Mariano Escobedo International Airport
- **Querétaro (QRO)**, Querétaro Intercontinental Airport

**If you are participating in Querétaro Campus, you can get to the city by bus from Mexico City International Airport.*

20. How can I book a hotel room if I arrive earlier or depart later, and what are the rates?

If you are planning to arrive or depart on a different date than the official dates, we will give you a suggestion of hotels in which you can pay Tec's discounted cost.

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21. What services are available for special needs and requests?

Our campuses have ramps to facilitate access, as well as lifts in most buildings. Also, we have emergency contacts and medical services available on campus with no additional cost.

22. I need an invitation letter for my home university to apply for funding or a Mexican visa. What is the procedure?

Once your participation has been confirmed, if you need an invitation letter, please notify us as soon as possible so that we can provide it for the aforementioned purposes.

23. My question is not listed here. Whom do I contact?

If you have any specific questions, please do not hesitate to contact tecfacultyweek@servicios.itesm.mx, we will happily answer your inquiries.