

2024

HACU 14TH INTERNATIONAL CONFERENCE

Innovation and Technology for an Inclusive and Diverse Workforce

Universidad de Salamanca in
Salamanca, Spain

June 3-5, 2024



Travel Guide

1. Agenda
2. Conference Preparation
3. Hotel and Ground Transportation
4. Travel Logistics
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AGENDA

Simultaneous translation (English/Spanish & Spanish/English) will be provided during the Concurrent Sessions & Plenary Sessions.

Date/Time	Event	Location
Sunday, June 2		
3:00 p.m.	Extracurricular Activity	Tour (1)
Monday, June 3		
8:00 a.m. – 5:00 p.m.	Exhibit Area	Second Floor Hospedería Fonseca
8:30 a.m. – 5:00 p.m.	Registration/Information	Aula Secretaría Lower Level Hospedería Fonseca
9:00 a.m. – 5:00 p.m.	Cyber Café	Second Floor Hospedería Fonseca
9:00 – 10:15 a.m.	Opening Ceremony	Auditorium Lower Level Hospedería Fonseca
10:15 – 10:30 a.m.	Coffee Break (Visit the Exhibit Area)	Cafeteria Lower Level Hospedería Fonseca
10:30 a.m. – 12:00 p.m.	Plenary Session I – International Higher Education: A Driver for Innovation and Workforce Diversity”	Auditorium Lower Level Hospedería Fonseca
12:00 a.m. – 5:00 p.m.	<i>International Student Track – Visits to Universities</i>	<i>Activities outside of the Hospedería Fonseca</i>
12:00 – 12:15 p.m.	Coffee Break (Visit the Exhibit Area)	Cafeteria Lower Level Hospedería Fonseca
12:15 – 1:45 p.m.	Concurrent Sessions (1–4)	Aula 2–2 – Aula 2–5 Aula 2–4 – Aula 2–7 Second Floor Hospedería Fonseca
2:00 – 3:30 p.m.	Lunch	Claustro Alto Colegio Fonseca
3:30 – 5:00 p.m.	Concurrent Sessions (5–8)	Aula 2–2 – Aula 2–5 Aula 2–4 – Aula 2–7 Second Floor Hospedería Fonseca
6:30 – 8:00 p.m.	Free afternoon–Extracurricular Activities	Tours (4)
Tuesday, June 4		
8:00 a.m. – 3:30 p.m.	Registration/Information	Aula Secretaría Lower Level Hospedería Fonseca
9:00 – 3:30 p.m.	Cyber Café	Second Floor Hospedería Fonseca
9:00 a.m. – 5:00 p.m.	Exhibit Area	Second Floor Hospedería Fonseca
9:00 – 10:30 a.m.	Plenary Session II – Generative AI: Opportunities and Threats for Global Higher Education	Auditorium Lower Level Hospedería Fonseca
10:30 – 10:45 a.m.	Coffee Break (Visit the Exhibit Area)	Cafeteria

		Lower Level Hospedería Fonseca
10:45 a.m. – 2:00 p.m.	International Student Track – Sessions for Students	Aula 1–2 First Floor Hospedería Fonseca
10:45 a.m. – 12:15 p.m.	Concurrent Sessions (9–12)	Aula 2–2 – Aula 2–5 Aula 2–4 – Aula 2–7 Second Floor Hospedería Fonseca
12:15 – 12:30 p.m.	Coffee Break (Visit the Exhibit Area)	Cafeteria Lower Level Hospedería Fonseca
12:30 – 2:00 p.m.	Concurrent Sessions (13–16)	Aula 2–2 – Aula 2–5 Aula 2–4 – Aula 2–7 Second Floor Hospedería Fonseca
1:00 – 5:00 p.m.	International Student Track – Visits to Universities	Activities outside of Hospedería Fonseca
2:00 – 3:30 p.m.	Lunch	Claustro Alto Colegio Fonseca
5:00 – 8:00 p.m.	Free Afternoon – Extracurricular activities	Tours (4)
Wednesday, June 5		
8:00 a.m. – 12:00 p.m.	Registration/Information	Aula Secretaría Lower Level Hospedería Fonseca
8:00 a.m. – 12:00 p.m.	Exhibit Area	Second Floor Hospedería Fonseca
9:00 a.m. – 12:00 p.m.	Cyber Café	Second Floor Hospedería Fonseca
9:00 – 10:30 a.m.	Concurrent Sessions (17–20)	Aula 2–2 – Aula 2–5 Aula 2–4 – Aula 2–7 Second Floor Hospedería Fonseca
9:00 a.m. – 1:00 p.m.	International Student Track – Sessions for Students	Aula 1–2 First Floor Hospedería Fonseca
10:30 – 10:45 a.m.	Coffee Break (Visit the Exhibit Area)	Cafeteria Lower Level Hospedería Fonseca
10:45 a.m. – 12:00 p.m.	Concurrent Sessions (21 – 24)	Aula 2–2 – Aula 2–5 Aula 2–4 – Aula 2–7 Second Floor Hospedería Fonseca
12:15 – 1:30 p.m.	International Plenary Session III – Forging a Common Policy Agenda for Pan–Hispanic International Education	Auditorium Lower Level Hospedería Fonseca
1:30 – 3:00 p.m.	Lunch	Claustro Alto Colegio Fonseca
7:00 – 7:15 p.m.	Buses will depart from Hospedería Fonseca to Hacienda Zorita	Hospedería Fonseca
8:15 – 9:00 p.m.	Reception	Hacienda Zorita
9:00 – 11:00 p.m.	Closing Dinner	Hacienda Zorita
10:30 p.m.	Buses will start their return to the Hospedería Fonseca	Hacienda Zorita

HACU International Conference Preparation

Here are some essential tips to ensure a smooth trip.

- ✓ Don't forget to bring your valid passport and a valid ID like your driver's license.
- ✓ Familiarize yourself with the airline's policies and regulations, especially regarding baggage size and weight restrictions.
- ✓ Prepare for checked baggage fees, or consider bringing a carry-on instead. Know the size and weight limits of the airline(s) you will be using.
- ✓ Arrive early at the airport, be prepared for security checks, and follow TSA instructions.
- ✓ Prepare your travel arrangements from Madrid to Salamanca. Here [is a guide](#).
- ✓ Dress comfortably, pack essentials (medications, one change of clothes, make-up, etc.) in your carry-on, and remember to bring necessary travel documents.
- ✓ Try to sleep when it is nighttime in Spain to avoid jet lag.
- ✓ Pack an umbrella (in case it rains and/or for some shade).
- ✓ Pack sunblock.
- ✓ Pack a [travel adapter or converter](#) for your electronics.
- ✓ Pack a hand fan as many places in Spain do not have central A/C.
- ✓ Read the U.S. Department of State's [Traveler's Checklist](#) for additional trip for traveling abroad.
- ✓ Federal law allows travelers to include up to 3.4 ounces of shampoo, lotion, or similar liquid in their carry-on bags. You must pack anything over 3.4 ounces (100.55 ml) in your checked luggage. If you have questions about specific items, refer to your airline's website, or search the Transportation Security Authority (TSA) database for packing instructions: <https://www.tsa.gov/travel/security-screening/whatcanibring/all>
- ✓ The United States Department of State offers a program known as the STEP Program. STEP is an acronym for Smart Traveler Enrollment Program. The program is a free service that allows U.S. citizens traveling or living abroad to receive the latest security updates from the nearest U.S. embassy or consulate. If you would like to sign up, here is the link: <https://travel.state.gov/content/travel/en/international-travel/before-you-go/step.html>



Also, for those of you who have not traveled recently or at all beyond the borders of the United States, there are some Travel Do's and Don'ts that you may want to consider before you leave home:

Do's

- Have a photocopy of your passport (1-2 copies will suffice).
- Let your bank know that you will be traveling internationally.
- Get your passport stamped at Customs or Passport Control when you enter the European Union. That might be before you get to Spain if you have multiple flight connections.
- Learn as much as possible about the international location to which you are traveling – [Turismo de Salamanca](#).
- The Google Translate app is a great tool to have for language assistance as you navigate through Spain. Download the offline Spanish version in case you have connection issues.
- Download the offline version of Google Maps for Salamanca and Madrid to help navigate in case you have connection issues.
- Check if your cellular international plan is more affordable than purchasing an [E-Sim card](#) while abroad.
- Leave about 5-10 lbs under your luggage limit available as dirty clothes weigh more and to have space for souvenirs.
- Focus on taking safety precautions:
 - Avoid walking at night, or in secluded areas.
 - Avoid carrying valuables in plain sight. Don't take anything you are not willing to lose.
 - Use your hotel room safe (and don't forget the passcode!).

Don'ts

- Leave packing to the last minute as you might forget something.
- Drink tap water.
- Rely on Wi-Fi to always work.
- Carry large sums of cash on you.
- Let your phone roam (you do not want your cell phone bill to be high! Be sure to either contact your provider for an overseas plan or only use it via WiFi).

NOTE: Be aware that international charges and fees may apply for cell phone data plans. To avoid this, please use the hotel Wi-Fi when possible.

Check List for Your International Programs Office at Your institution

Please check that your institution has the following documentation or has provided the following services:

- ✓ Travel, Health, and/or Indemnification Insurance
- ✓ Per Diem for Travel Expenses (This is a daily allowance to cover expenses like meals, and incidentals).
- ✓ Authorization to Travel Forms
- ✓ Emergency Contact Information
- ✓ List of Allergies and Medications
- ✓ Copy of your Passport
- ✓ Flight and Hotel Confirmations
- ✓ Conference Agenda

Arriving to Salamanca, Spain

Participants will be responsible for coordinating travel to and from the airport. HACU will not reimburse this expense. Please note the location and name of the hotel to share and direct the driver to the location.

How to commute from the Airport to the Hotel in Salamanca

- After you pick up your luggage and clear through customs, you can make your way to either the bus or train station. We recommend checking the availability of the form of transportation you wish to use before you choose your route to either the bus or train station.
- They have fixed rates depending on the where you are heading. The approximate cost to get to Salamanca is \$**20-40 (Euros)**.
- Do NOT use an unauthorized form of transportation (**unofficial taxi, etc.**). Uber and Cabify are two rideshare apps that work in Spain.

For more tips and information, check out the following information: from our website

- Review the link to [learn how to arrive to Salamanca.](#)
- You can also use the [transportation guide](#) created for the conference.
- This [Google My Map \(click here\)](#) provides a visual overview of recommended hotels (purple markers) in relation to the conference location (green marker) where the events will take place June 3-5, 2024.



**Thank you to our friends at Universidad de Salamanca
for sharing these helpful resources!**

Social Media

How do I stay connected on social media?

Wi-Fi information will be provided upon hotel check-in

A great way to enhance your experience at this year's HACU International Conference is to utilize social media when you catch a break during panels and sessions. It will not only help you with your personal branding, but you can expand your network and connect with attendees through shared experiences. We are looking forward to reading your Facebook posts, favoriting your tweets, and sharing your photos!

To stay up to date with all things HACU make sure you're connected to all of our social media channels:

<https://fb.com/HACUNews>



<https://x.com/hacunews>



<https://www.linkedin.com/company/hispanic-association-of-colleges-and-universities>



<https://www.instagram.com/hacunews>



Hashtags and Handles

#HACU24

@HACUNews

#LeadWithHACU

Social Media

How do I stay safe when posting on social media?

- Don't share flight information
- Don't share your exact location
- Don't post identifying photos
- Don't post upcoming travel plans
- Don't tag other people without their consent
- Keep your daily plans to yourself
- Keep local meetups private
- Change your passwords before leaving home and when you come back
- Post in private mode to friends and family



Cybersecurity Tips and Links

[CISA.gov Traveling Tip Sheet](#)

[Cyber 'Kidnapping' Scams](#) - Cyber kidnapping is a scam where criminals use the internet to trick victims into believing they are being held captive and extort money from their families, when it is not true. To learn more, please click on the links above and go over the following:

- Discuss virtual kidnapping with your family members and loved ones now and before any domestic or international travel.
- Create a passphrase for your family. If you need to confirm an identity, you can ask the criminals what the passphrase is.

U.S. Embassy Madrid, Spain

U.S. Citizen Services
Embassy of the United States of America
Serrano, 75
28006 Madrid
Tel: (+34) 91 587 2200
Fax: (91) 576-8464