



September 13<sup>th</sup>, 2021.

Dr. Karla Maria Nava-Aguirre  
 Universidad de Monterrey (UEM), Mexico  
 Ref. **2022 AIB-LAC Conference: Track Chair**

Dear Dr. Karla Maria Nava-Aguirre,

Thank you for your willingness to contribute to our AIB-LAC community. We have now reviewed all candidates and are delighted to appoint you as one of the **Track Chairs** of the **2022 AIB-LAC Conference** hosted by **Florida International University (FIU) in Miami** from **July 1-3, 2022**. So now you are part of our 2022 AIB-LAC team! Congratulations!

The 2022 AIB-LAC conference theme is **“Learning from Uncertainty: Building a Resilient and Sustainable Latin America and the Caribbean.”** Attached please find the Call for Papers.

We want to inform you that **two Track Chairs** will lead each track. Therefore, it will be crucial for you be in contact with your co-track chair. The following are the details of your conference track:

Track #8	<i>Teaching and Learning in International Business</i>		
Track Chairs	Affiliation	Country	E-mail
Karla Maria Nava-Aguirre	<i>Universidad de Monterrey (UEM)</i>	Mexico	<a href="mailto:karla.nava@udem.edu">karla.nava@udem.edu</a>
Cyntia Calixto Casnici	<i>University of Leeds</i>	UK	<a href="mailto:C.Casnici@leeds.ac.uk">C.Casnici@leeds.ac.uk</a> ; <a href="mailto:cyntia.calixto@fgv.br">cyntia.calixto@fgv.br</a>

The responsibilities of the Track Chairs include:

Activity	Description
<b>Communication</b>	<ul style="list-style-type: none"> <li>Assisting in publicizing the conference on your mailing list and social network to attract submissions</li> </ul>
<b>Review Process</b>	<ul style="list-style-type: none"> <li>Managing the track’s review process using the AIB-LAC online platform (we will give access to the system)</li> <li>Allocating relevant and engaged reviewers (assigning at least <b>two reviewers per paper</b> to a maximum of <b>two papers per reviewer</b>)</li> <li>Providing the necessary instructions to reviewers and sending them reminders to make sure that the reviewers evaluate the papers on time (meet the review process deadline) and provide constructive feedback to authors</li> <li>Informing the Program Chair the paper submission of Co-Chairs (conflict of interest). In this case, the Organizing Committee will assign reviewers to the submitted paper</li> </ul>
<b>Conference Sessions</b>	<ul style="list-style-type: none"> <li>Organizing the sessions with the papers according to the instructions of the Program Chair</li> <li>Assigning chairs and discussants to sessions</li> <li>Monitoring the track sessions to be sure that everything is working as planned</li> </ul>

We would like to thank you for your important collaboration towards the success of our event.

If you have any questions, please do not hesitate to contact the Program Chair.

Best regards,

**2022 AIB-LAC Conference - Organizing Committee**

Program Chair	<b>Mário Henrique Ogasavara</b> , ESPM, Brazil ✉ <a href="mailto:mario.ogasavara@espm.br">mario.ogasavara@espm.br</a>
Pre-Conference Chair	<b>Michel Hermans</b> , IAE-Universidad Austral, Argentina
Conference Host Chair	<b>William Newbury</b> , Florida International University (FIU), USA
AIB-LAC Chair	<b>Jorge Carneiro</b> , FGV EAESP, Brazil
Communication Officer	<b>Diana Bank Weinberg</b> , University of North Texas at Dallas, USA