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**Taylor's University - Kuala Lumpur, Malaysia  
Macquarie University – Sydney, Australia  
RMIT - Melbourne, Australia**

**27<sup>th</sup> April to 5<sup>th</sup> May 2017**

Date	Time	Activity	Notes
27 <sup>th</sup> April	20:15	<b>British Airways Flight BA 033</b> London Heathrow Terminal 5 to Kuala Lumpur.	
28 <sup>th</sup> April	16:05	Arrive Kuala Lumpur Terminal M	<p>In case of problems please call the hotel - 603 2332 9919</p> <p><b>Hotel: (PREPAID)</b> Traders Hotel Kuala Lumpur Kuala Lumpur City Centre Kuala Lumpur 50088</p> <p>Spring Garden Restaurant, KLCC (Lot 413 &amp; 414, 4th Floor, Suria KLCC), reservation made under Taylor's University</p>
	19:30	Professor Pradeep will pick you up from the Hotel Lobby to take you to the restaurant (he will also take you back after the dinner)	
		Dinner with Taylors - Professor Dr Pradeep Nair and Professor Michael Driscoll	
29 <sup>th</sup> April		<b>Taylor's Graduation Ceremony</b>	<p>Truffles Restaurant (VIP Holding Room)</p> <p>Student Central</p>
	08:30	Dr Vin to collect you from hotel lobby	
	09:00/ 12:00/ 14:30	Arrivals of VIPs, Stage Party, University Partners & Senior Staff. Refreshment/ Lunch for Stage Party, VIPs Guest & Senior Staff	
	09:30/ 12:30/ 15:00	Stage Party members to be robed (30 mins before ceremony)	
	09:50/ 12:50/ 15:20	Stage Party assembles at the Student Central, opposite The Grand Hall (10 mins before ceremony)	

	10:00/ 13:00/ 15:30	<u>Order of Proceedings</u> <ul style="list-style-type: none"> <li>▪ Academic Procession (Congregation rises)</li> <li>▪ National Anthem</li> <li>▪ Opening of proceedings by the Chancellor</li> <li>▪ Opening Address by the Vice-Chancellor &amp; President</li> <li>▪ *Conferment of Postgraduate Degrees by Chancellor (* Ceremony 1 only)</li> <li>▪ Address by Heads of School</li> <li>▪ Conferment of Bachelor Degrees &amp; Diplomas by the Vice-Chancellor &amp; President</li> <li>▪ Address by the Valedictorian</li> <li>▪ Closing of Proceedings by the Vice-Chancellor &amp; President and Thank the Chancellor</li> <li>▪ Academic Recession (Congregation rises)</li> </ul>	The Grand Hall Truffles Restaurant (VIP Holding Room)
	11:20/ 14:10/ 16:35	Lunch/Light Refreshment	
	17:00	Dr Vin to take you back to the hotel	
30 <sup>th</sup> April	05:30	Transfer to Kuala Lumpur Terminal M Report to hotel lobby, ground floor	
	09:10	<b>Malaysia Airlines flight MH 141</b> Kuala Lumpur to Sydney	
	19:35	Arrive Sydney airport (Kingsford Smith) Terminal 1	
	19:45	Transfer to hotel - Confirmation: 4095173 (Car booked through hotel) Your chauffeur will be waiting in the arrivals hall with a name board – any problems contact concierge - Tel: +61 2 9240 1206	<b>Hotel: (PREPAID)</b> InterContinental Sydney 117 Macquarie Street Sydney 2000
1 <sup>st</sup> May <b>Sydney MACQUARIE</b>	09:40	Transfer to Macquarie University at 09:45 (wait in hotel lobby from 09:40) Driver's details: Mr Dilpreet Singh, Hills Corporate Cars Contact number: (+61) (0) 459 649 717	
	10:25	<b>Arrival at Macquarie University</b>	Macquarie International Reception, 10 Macquarie Walk (E3A), level 1
	10.30 – 10:50	<b>Welcome and meeting with Pro Vice-Chancellor (International), Macquarie International</b> <ul style="list-style-type: none"> <li>▪ Ms Nicole Brigg, Pro Vice- Chancellor (International)</li> <li>▪ Ms Sanyu Mugambwa, Senior International Advisor</li> </ul>	E3A (Macquarie International) – Sydney Room
	11:00 – 11:45	<b>Meeting with Faculty of Business and Economics (FBE) / Macquarie Graduate School and Management (MGSM)</b>	E4A Room 723- Executive Meeting Room

		<ul style="list-style-type: none"> <li>▪ Professor Stephen Brammer, Executive Dean</li> <li>▪ Professor Peter Wolnizer, Acting Dean, MGSM</li> <li>▪ Professor Philomena Leung, Associate Dean International and Corporate Engagement, FBE</li> <li>▪ Professor Lucy Taksa, Associate Dean – Research, FBE</li> </ul>	
	11:55 – 12:15	<b>Library Tour</b> – Tour Guide: Ms Jennifer Nash Accompanied by Mr Bryce Morton, International Agreements Coordinator, Macquarie International	Library
	12:30 – 13:30	<b>Lunch hosted by the Vice-Chancellor, Macquarie University</b> <ul style="list-style-type: none"> <li>▪ Professor Bruce S. Dowton, Vice-Chancellor, Macquarie University</li> <li>▪ Professor David Wilkinson, Deputy Vice-Chancellor (Corporate Engagement and Advancement)</li> </ul>	Office of the Vice-Chancellor - E11A
	13:45 – 14:45	<b>Meeting with Faculty of Science and Engineering and Engineering lab visit</b> <ul style="list-style-type: none"> <li>▪ Professor Barbara Messerle, Executive Dean</li> <li>▪ Professor Ian Marschner, Deputy Dean</li> <li>▪ Professor Michael Heimlich, Associate Dean, International and Corporate Engagement</li> <li>▪ Professor Iain Collings, Head of Department of Engineering</li> </ul>	E6A- Room 242
	15:00 – 15:45	<b>Meeting with Faculty of Medicine and Health Sciences</b> <ul style="list-style-type: none"> <li>▪ Professor Patrick McNeil, Executive Dean</li> <li>▪ Professor David Gillatt, Professor of Urological Oncology and Robotics</li> </ul>	F10A- Executive Dean's Office
	16:00 – 16:45	<b>Meeting with Deputy Vice-Chancellor (Corporate Engagement and Advancement)</b> <ul style="list-style-type: none"> <li>▪ Professor David Wilkinson, Deputy Vice-Chancellor (Corporate Engagement and Advancement)</li> </ul>	E11A- DVC (CEA)'s Office
	16:45	<b>End of visit – transfer to hotel</b> In the afternoon, Susan Clarke, will escort Prof West to the car and the driver will drop him off back to the hotel.	
	19:30	Dinner with David Gillatt	tbc - he will advise you on the day
2 <sup>nd</sup> May <b>MACQUARIE /RMIT</b>	08:30	Breakfast with Libby Hackett	Libby to meet you in the lobby
	11:00	Transfer to Sydney (Kingsford Smith) Terminal 3 - Confirmation: 4095174 Your driver will be waiting on the main drive of the hotel (near the Bell Desk) –	

		any problems contact concierge - Tel: +61 2 9240 1206	
	14:00	<b>Qantas Flight QF 439</b> Sydney to Melbourne	
	15:35	Arrive Melbourne Terminal 1	
		Transfer to hotel – Southern Cross (PREPAID) Driver will meet you opposite baggage Carousal 3 at the signposted Chauffeur Meeting Point. Driver will be in Uniform holding a signboard with your name on it. Any problems contact the Booking Office - 1300 726 630	<b>Hotel:</b> (PREPAID) Radisson on Flagstaff Gardens Melbourne 380 William Street Melbourne 3000
3 <sup>rd</sup> May RMIT	07:40	Either walk to 124 LaTrobe Street (map in pack – (13 min walk) or reception will order a taxi	(N.B. there will be someone escorting you to the various meetings at RMIT through the day)
	08:00	Coffee with the VC, Martin Bean	124 LaTrobe Street, Melbourne
	08:45 – 09:45	Chris Hewison - Executive Director, Property Services	Look at the refurb of student accom B78 Cardigan St
	09:50 – 10:25	Prof Milan Brandt - Technical Director AMP	Walk & visit the Advanced Manufacturing Precinct – Cardigan St
	10:30 – 11:30	Peter Coloe – PVC Science, Engineering and Health and Vice-President Chris McConville - Deputy PVC, Research and Innovation	
	11:30	TBA	RMIT Connect Building NAS (New Academic Street) Building 28 or Building 10
	12:15- 13:15	Lunch with Paul Gough Deborah Warrender – Director of Strategic Operations Martyn Hook - Deputy Pro Vice- Chancellor, Partnerships and Dean, School of Media & Communication Judy McGannon – Director of Planning & Resources Ralph Horne - Deputy Pro Vice- Chancellor, Research & Innovation	
	13:30 – 14:00	Michael Crock – Chief Operating Officer, RMIT Online Helen Whitehead - General Manager, Product RMIT Online	Walk around RMIT Online – Building 108 – Level 4
	14:00 – 14:30	Rachel Holthouse – CEO – RMIT Training	Building 108.11
	15:00 – 16:15	Renzo Scacco – Director – RMIT Activator	Tour of The Activator - Building 97 and 98
	16:15 – 17:30	Paul Gough	Design Hub
4 <sup>th</sup> May	10:30	Transfer to Melbourne Terminal 2	

		Southern Cross (PREPAID)	
	13:55	<b>Malaysia Airlines flight MH 148</b> Melbourne to Kuala Lumpur	
	20:30	Arrive Kuala Lumpur Terminal M.	
	23:10	<b>British Airways flight BA 034</b> Kuala Lumpur to London Heathrow	
5 <sup>th</sup> May	05:25	Arrive London Heathrow Terminal 5	
		Haywards booked to take you home, driver details tbc	
	09:30	UWE Bristol – meeting with Jane Taylor	Lfwcg
	11:00	1:1 Jane Harrington	VC's Office
	14:00	Currency Supply Chain Board	VCs Office