

ORIENTATION WEEK
MA Event Design and Management
2018/19
FULL-TIME and PART-TIME

Dear Student,

Welcome to the University of Westminster and to the Tourism and Events Subject Group.

We are a vibrant academic community at the top London university for Tourism and Events (Complete University Guide 2019; Guardian University Guide 2019) and we look forward to your joining us in September.

As your course leader, I am here to help guide and advise you throughout the course of your studies. In this letter I have provided some useful information as we lead up to the start of your course.

Preparing for the Programme

We are looking forward to welcoming you to the MA Event Design and Management course on:
Wednesday 19 September 2018 from 10.30am.

A copy of the orientation schedule is included with this letter and provides details of the activities arranged to give you a thorough introduction to the University as well as preparing you for life as a postgraduate student. It is important that you attend all sessions.

Preliminary Reading

This is an intensive course, and you may find it helpful to do some preliminary reading before joining us, especially if you have not studied events at all in the past. This introductory reading is not, however, a course entry requirement. In general, you should wait until you join us and have received more detailed advice before buying more than one or two books. However, I suggest that for a general introduction to the course you consider reading from the following:

- Bladen, C., Kennell, J., Abson, E. and Wilde, N. (2018). *Events management: an introduction*, Second Edition. London: Routledge.
- Sharples, L., Crowther, P., May, D. and Orefice, C. (2014) *Strategic Event Creation*. Oxford: Goodfellow.

These texts may be available to borrow from a local library. If you prefer to purchase then both texts are available to order directly from the publisher, from a good bookseller, or online retailer.

Joining the Tourism and Events community at Westminster

Before you join us in person this September you are welcome to connect with us online. I have set up a dedicated Facebook group at www.facebook.com/groups/WestminsterMAEDM/ exclusively for students on your course and you may also consider joining our general student group at www.facebook.com/groups/tourismuniwestminster/. You can also follow us on Twitter and Instagram @tourismuniwest.

Admissions Questions

The admissions officer for MA Event Design and Management is Sandra Adjei-Twum S.Adjeitwum@westminster.ac.uk.

Please contact Sandra or myself if you have any specific questions about your application over the summer.

I hope you have found this information helpful, and please do not hesitate to get in touch if you need anything further.

Finally, I look forward to meeting you at Orientation.

Yours Sincerely,



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Course Leader, MA Event Design and Management
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MA Event Design and Management

ORIENTATION SCHEDULE

WEDNESDAY 19 SEPTEMBER 2018		
10:30am	Arrival and Welcome Introduction to teaching team	Room M212
10:45am	Student Introductions Informal discussion of experience, past achievements and current activities	
11:30am	Tour of the Marylebone Site Buildings BREAK	
12:00pm	Teaching and Learning Styles and Assessment Expectations at Westminster	
12:45pm	LUNCH	
1:45pm	Assessment Expectations Exercise Discussion and feedback	
2:30pm	Introduction from Registry BREAK	
3:15pm	Briefing on MA Programme and Course Regulations Introduction to the elective / option choices	
4:30pm	Course Management and Tutoring Questions with the Course Leader	
5:00-6.00pm	Tutorials with Course Leader To discuss elective choice and any other questions	

THURSDAY 20 SEPTEMBER 2018		
12.00-2:30pm	Tutorials with Course Leader To discuss elective choice and any other questions	TBA on Wednesday
2:30pm	Introduction to the Dissertation	Room M217
3:30pm	Introduction to Student Resources – Library / Computing / IT Facilities	
4:00pm	Services for Students	
4:15pm	Student Union	
4:40pm	Group Meeting Preparing for the first week of classes	
5:40pm	Enrolment	Chiltern Hall
6:15pm	Meet fellow students and staff over drinks	Venue TBA

ALL ORIENTATION EVENTS ARE SCHEDULED TO TAKE PLACE AT MARYLEBONE CAMPUS, 35 MARYLEBONE ROAD, LONDON, NW1 5LS.

*If you are a part-time student, you **MUST** attend the sessions on Wednesday 20 September and enrolment on Thursday afternoon.

It is possible to schedule your Thursday tutorial with the course leader during the following week but attending the Thursday student resources sessions is strongly encouraged.

NB: Elements of the programme may be subject to minor modification.