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| MA Event Design and ManagementORIENTATION TIMETABLE |
| **COURSE LEADER****WELCOME**Welcome to the MA Event Design and Management degree at the University of Westminster. We are very much looking forward to you joining us in September.Enclosed is a timetable for the postgraduate Enrolment and Orientation Week, from Thursday 12 September – Thursday 19 September 2019. Your orientation will take place at the School of Architecture and Cities, Marylebone Campus, 35 Marylebone Road, London NW1 5LS.It is essential that you attend all four days and all the sessions during Orientation Week so that you are fully prepared to start your course. You will be introduced to the University and its facilities, find out more about your course including module options and further study support, meet the staff who will be teaching you and your personal tutor. You will also have the chance to meet and work with your fellow students and start preparing for two of your core modules – Research and Communication Skills and Event Strategy. There will be the opportunity to meet and get to know students from your sister course MA Tourism Management, and continuing students will also be on hand to answer any questions.Orientation Week ends with a social event which enables us to get to know one another a little better in an informal setting.We look forward to meeting you on September 12 and in the meantime if you would like to stay in touch and find out more about the Events and Tourism community at the University of Westminster then please do connect with us on Twitter/Instagram @tourismuniwest or via our Facebook group [www.facebook.com/groups/tourismuniwestminster/](http://www.facebook.com/groups/tourismuniwestminster/) where there is a dedicated chat forum for your course.Please note that if you choose not to attend the activities during Orientation Week, you will miss out on vital information about your course and the first sessions on some of your core modules. This means that you will be at a disadvantage when full teaching commences the following week. Whilst we will of course provide access to the resources covered, the sessions themselves will not be repeated.Finally, if you have any questions about your course now, or in the run up to September then please do not hesitate to get in touch (c.laws@westminster.ac.uk / +44 (0)203 506 6536) and I look forward to meeting you in a few months.With best regards,Chantal LawsCourse LeaderMA Event Design and Management / MA Tourism Management |
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| **Thursday 12 September 2019** |
| **Time** | **Event** | **Location** |
| **11.30-15:00** | **Welcome to your course \*** | **MG14** |
| **14:30** | **Enrolment** | **Marylebone Campus**  |
| **15:30-16:30** | **Meet your personal tutor** | **MG14** |

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| **Friday 13 September**  |
| **Time** | **Event** | **Location** |
| **11:00-13:00 and 14:00-16:00** | **Drop in Q&A session with Course Leader** | **M136** |

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| **Tuesday 17 September** |
| **Time** | **Event** | **Location** |
| **All week** | **Help Desk** ***There will be a dedicated Arrivals help desk throughout the week to answer any queries and direct you to your sessions/activities*** | **Main foyer** |
| **10:00-11:00** | **Introduction to your course and programme of study**  | **M416** |
| **13:00-16:00** | **Research and Communication Skills workshop 1:** **Learning styles and working together at Westminster \*** | **Wood Lecture Theatre** |
| **16:00-17:00** | **Welcome from UWSU the Students’ Union** | **Wood Lecture Theatre** |

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| **Wednesday 18 September** |
| **Time** | **Event** | **Location** |
| **10:00-13:00** | **Research and Communication Skills workshop 2:** **Presentation Skills \*** | **M416** |
| **14:00-17:00** | **Event Strategy: first session** | **M207** |

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| **Thursday 19 September** |
| **Time** | **Event** | **Location** |
| **11:00-16:00** | **Arrivals Fair** | **P3** |
| **10:00-13:00** | **Research and Communication Skills workshop 3:** **Writing, referencing and academic regulations \*** | **Wood Lecture Theatre** |
| **13:00-17:00** | **Choosing your module options and personal tutor meeting \*** | **M416** |
| **Evening** | **Tourism and Events** **Welcome Social** |  |

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| **Friday 20 September** |
| **Time** | **Event** | **Location** |
| **11:00-16:00** | **Arrivals fair** | **P3** |

***\*These sessions are shared with MA Tourism Management students*** |
| **READING LIST**You will be provided with a detailed reading list for each of your modules. All key texts and an extensive range of supporting sources are available in our Library with the majority accessible as e-books. If you do wish to get started with some preparatory reading this summer, we recommend the following texts that will be used across your core modules in the first semester:* 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.
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