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| BA Tourism and Events Management ORIENTATION TIMETABLE |
| **COURSE LEADER** **WELCOME** Welcome to the Undergraduate Tourism and Events Management degree at the University of Westminster.Enclosed is a timetable for the undergraduate Orientation Week, from Monday 16 September toWednesday 18 September 2019. Your orientation will take place at Marylebone Campus, 35 Marylebone Road, London NW1 5LS.It is essential that you attend all three days and all sessions during the orientation week. During the week you will be introduced to the University and its facilities, find out more about your course, meet the staff who will be teaching you and your tutor. Some of our existing students will help you to settle into University life and be your mentors during your first year. You will also have the chance to meet and work with your fellow students who are starting this year. We will give you a timetable for the coming year, tell you about our languages courses and other modules and help you to choose your option modules. We will also introduce you to the facilities on the campus, including the library, the computing services and our virtual learning environment which is used to support the material covered in class. You will start working with your fellow tourism students on small projects and will be out on site visits at various stages. The orientation ends with a social event which enables us to get to know one another in a more informal setting.If you do not attend, you will miss out on vital information about teaching and learning and option modules. This means that you will be at a disadvantage when teaching commences the following week.We look forward to meeting you on September 16 and wish you every success with your studies at the University of Westminster. |
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| **Monday 16th Sep** |
| **Time** | **Event** | **Location** |
| **11:30** | ****Help desk open for tourism courses if you need advice**** | ****Main foyer of building**** |
| **13:00** | ****Enrolment****  | ****Marylebone Campus****  |
| **14:30** | ****Introduction to your course**** | ****M303**** |
| **15:30** | ****Welcome to London and Westminster**** | ****M303**** |

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| **Tuesday 17th Sept** |
| **Time** | **Event** | **Location** |
| **10:30** | ****School welcome; SU intro; registry; college support team**** | ****Hogg Lecture Theatre**** |
| **12:00** | ****Meet your tutors; option modules; start Instagram project**** | ****M303**** |
| **15:00** | ****Return from project work; prize for best project**** | ****M303**** |
| **15:30** | ****Introduction to the IT systems**** | ****B16 (IT labs)**** |

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| **Wednesday 18th Sept** |
| **Time** | **Event** | **Location** |
| **10:00** | ****Library tours**** | ****Library****  |
| **11:00** | ****Meet the FANS; things I wish I’d known**** | ****M303**** |
| **12:00** | ****Regulations, health & safety info**** | ****M303**** |

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| **Thursday 19th Sept** |
| **Time** | **Event** | **Location** |
| **11:00-16:00** | ****Arrivals fair (Optional event)**** | ****Marylebone Campus - P3**** |
| **Evening**  | ****Social event**** | ****TBC**** |

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| **Friday 20th Sep** |
| **Time** | **Event** | **Location** |
| **11:00-16:00** | ****Arrivals fair (optional event)**** | ****Marylebone Campus - P3****  |

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| **READING LIST**We don’t recommend buying lots of books before you get here. Our library is well stocked and we use mainly online textbooks. However, if you’d like to do some reading in preparation for the start of term, we recommendBladen, C, Kennell, J, Abson, E and Wilde, N (2017) *Events Management: An Introduction*, 2nd Edn Routledge: Abingdon  |