



Policy for VIP Visits to the University

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Department:	VC's Office
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Sign Off History

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POLICY FOR VIP VISITS TO THE UNIVERSITY OF SURREY

In this document you will find:

1. Introduction
A guide to the purpose and scope of this policy and definition of VIP
2. Principles
3. Forms of Ceremony to be Observed
Guidance on etiquette, especially for International Visitors
4. Procedures
Explanation and directions on hosting a VIP at the University

Appendix 1

Form to advise Vice-Chancellor's Office of Forthcoming VIP Visit

Appendix 2

Examples of Programmes for VIP Visits

1. Introduction

Visits to the University of Surrey by VIPs are a way of raising the profile of our institution, explaining to influential people the importance of the work we do and boosting the morale of our staff and students.

Such visits or speaking engagements by VIPs reflect on the image and reputation of the University. It is therefore crucial that the highest possible professionalism is brought to the planning and management of such visits to ensure they run smoothly and are successful in achieving their purpose.

1.1. Purpose

In order to co-ordinate University-wide interaction and to facilitate the appropriate resources, this policy aims to help staff who wish to host a VIP to do so in a way which protects the reputation of the University, and ensures key people in the University are informed at an appropriate level and in good time.

Where the Chancellor, Vice-Chancellor or other High Officers of the University are involved, it is essential that certain requirements are met in order to maximise the strategic opportunities presented by such a VIP visit.

It is also essential that any issues and risks that may arise from such a visit, for example if it is likely to cause protest, are managed accordingly and that appropriate security measures are put into place to support and protect the visitor.

1.2. Scope

This policy applies to any visit to the University by a VIP guest, whether they be attending an event, conference or scheduled meeting, or have

1.3. Definition

The definition of VIP is 'Very Important Persons'. They are usually an external visitor of great importance or influence for the University, who commands special treatment.

VIPs include:

- Royalty, Royal Representatives and International Dignitaries such as Ambassadors and High Commissioners
- Government (Members of Parliament including government ministers, local government and international politicians)
- Diplomats and Senior Public Servants
- Chairpersons/Chief Executive Officers of major companies and organisations
- Senior officers from charitable trusts
- Heads or senior officers of higher education bodies (e.g. HEFCE, Research Councils, etc)
- High profile and notable Academics (Nobel prize winners, presidents, chancellors, vice-chancellors or equivalent of other universities)
- Religious leaders / Heads of Church
- Civic and local community leaders

They can also include

- Potential benefactors and major donors
- High profile Alumni of the University

NB: The above list is not exhaustive; if in doubt please contact the Executive Officer to the Vice-Chancellor.

2. Principles

It is a requirement to keep the Vice-Chancellor's Office informed of visits to the University by VIP guests and in all cases such visits should be advised to the Vice-Chancellor's Executive Officer as soon as they are in prospect by completing the VIP Visits Notification Form (See Appendix 1).

Please note that whilst the Vice-Chancellor's Office needs to be informed of VIP Visit, there should not be an automatic presumption that the Office can provide resource or support for the visit, unless specifically agreed well in advance. Day-to-day coordination of the visit will remain the responsibility of the department / section extending the invitation.

3. Forms of ceremony or etiquette to be observed especially for Royalty, Diplomats or Heads of State

3.1. An invitation to a VIP should be made well in advance and if you want a VIP to visit for a special occasion on a particular day you will need to extend your invitation ideally about a year beforehand; late invitations have little chance of success.

- 3.2. It is very important to have a clear idea of why you are making an invitation and what will happen during the visit and why. You should make these points very clearly in your letter of invitation. Your letter should also briefly outline the University and your department / section, what the particular visit would achieve and when you would like it to take place.
- 3.3. Protocol may dictate that an invitation to a VIP to attend a University event be signed by the Vice-Chancellor or The Chancellor. Please take advice from the Office of the Vice-Chancellor if you believe this to be the case. Sufficient time should be allowed for the draft letter of invitation to be sent to the Vice-Chancellor's office for approval and signature, and returned for mailing.
- 3.4. Where protocol dictates that The Chancellor, Pro-Chancellor, Vice-Chancellor, or other representative of University's Executive Board is expected to have an official role or to host the event, please ensure they are contacted well in advance to get the date in their diary.
- 3.5. When hosting VIPs and guests from foreign countries it is vital to remember that their ways of conducting business, meetings or simply interacting with others may be very different from the accepted codes of conduct here in the UK. Please consult the team in the International Relations Office for tips on etiquette when dealing with VIPs and guests from a number of different countries.
- 3.6. In addition to this, when hosting VIPs and guests from either the UK or overseas it is always important to consider if a welcome by a member or members of the Senior Management team and a presentation of a University corporate gift would be appropriate.

4. Procedures

- 4.1. When considering organising a visit to the University by a VIP, please begin the planning process and notification in good time. Ministerial visits for example, can take 6 to 12 months to organise and the diaries of VIPs can get booked up several months in advance.
- 4.2. A review of other University events should be undertaken to ensure that as far as possible no clashes occur with other major University events. In addition, checks should be made against the Vice-Chancellor's diary. Again this should be done at least 6 months in advance where possible.
- 4.3. From the information provided, the Executive Officer to the Vice-Chancellor can advise who else should be informed such as the Director of Marketing and Communications , the Head of Security and the Director of Estates and Facilities Management.
- 4.4. There is no automatic presumption that members or representatives of University senior management have to attend visits or talks to the

4.5. Day to Day co-ordination of the visit will remain the responsibility of the individual department / section extending the invitation. The Executive Officer to the Vice-Chancellor and where appropriate, the University Events Team, will assist in a consultancy capacity to ensure that the arrangements are made in the approved manner.

- 4.6. When planning the visit please take time to consider the following:
- I. who will be hosting / escorting the visitor for the duration of their visit
 - II. who else should be invited
 - III. who should be presented to the visitor
 - IV. who should do the presenting
 - V. operational and security aspects of the visit
 - VI. the route to be taken during the visit and the timings
 - VII. any special requirements of the visitor, e.g. speeches, plaque unveiling
 - VIII. refreshment and catering arrangements
 - IX. arrangements for arrival and departure, will they be driving (parking?) or coming by train (will they be met at the station?)
 - X. press and media arrangements
 - XI. photography and filming of the visit

You may find it helpful to consult the Executive Officer to the Vice-Chancellor (sam.jones@surrey.ac.uk) and/or the Events Team (events@surrey.ac.uk) when thinking about these arrangements.

Appendix 1

The purpose of this form is to ensure that the Office of the Vice-Chancellor is kept informed of any planned visit to the University by a VIP. The information you provide will also ensure that the most appropriate welcome and university resources for your planned VIP visit are provided. NB: This form is prepared for internal briefing and should be treated as confidential.

Prepared by		
Contact details	T:	E:

Full name of VIP Visitor (Please attach a short biography if available)	
Where is the visitor from (i.e. name of Ministry, Department, Organisation)	
Position in the Organisation	
Where a group or delegation is visiting please indicate the approximate number of people expected and give names and positions if known.	
Where the visit is initiated by the University, please give the name and position of the member of staff who has extended the invitation?	
Date and Time for the Visit. (If not yet confirmed, please state all offered dates)	
What is the purpose for the Visit? Please provide a brief description setting out the context for the invite / reasons for selecting this VIP	

Proposed format for Visit? Please provide a brief description of the proposed activities (i.e. opening of a conference, scheduled meetings across campus) or provide details of particular facilities or aspects of Surrey that the visitor(s) is interested in.	
Who will be hosting the visit on behalf of the University?	
Is there a proposal for the Vice-Chancellor to participate in the visit? (i.e. as host, attend a lunch, provide the welcome speech) Please give brief description of required role.	
Contact details of the person responsible for coordinating the visit	
Details of any other relevant arrangements that have already been made (i.e. room bookings, visitor parking arranged, catering ordered)	

Please return this completed form to Sam Jones, Executive Officer to the Vice-Chancellor <mailto:sam.jones@surrey.ac.uk> as soon as a VIP Visit is in prospect and where possible no later than 6 months in advance of the planned date. Any problems please call on: 01483 68 **9105**

Appendix 2 Examples of Programmes for VIP Visits

Visit of Shri Kapil Sibal, Indian HRD Minister Thursday 14th January 2009 9.00am to 12.00pm

Key Contacts

Sam Jones	01483 68 XXXX (Office)
Vice-Chancellor's Office	07929 XXX XXX (Mobile)

hrs

1000 Shri Kapil Sibal and delegation arrive at the University of Surrey, Senate House to be greeted by: *Senate House*

Professor Nigel Seaton – Senior Deputy Vice-Chancellor
Professor Colin Grant – Pro-Vice-Chancellor (International Relations)

Professor Seaton and Professor Grant will escort the Minister and delegation to Committee Room B, 8th Floor Senate House, where he will be invited to sign the University Visitors Book.

1005 Professor Grant will introduce: *Committee Room B*

Mr Howard Wheeler – Press Officer

Who will conduct an interview with Shri Sibal. *Gifts Presented*

Refreshments will be served. *Photo Op*

1025 Professor Seaton and Professor Grant will invite the Minister and delegation to take a tour of a number of key areas of the University. Firstly, Professor Seaton and Professor Grant will escort the visitors to the Surrey Space Centre.

1030 On arrival at Surrey Space Centre the visitors will be met in the foyer by: *Surrey Space Centre*
Dr. Chakravarthini Saaj – Lecturer in Space Robotics – who will conduct a tour of the facility.

Surrey Space Centre is a fully integrated mix of world class academic research teams whose aim is to underpin the technical development of the small space industry; and the commercial activities of Surrey Satellite Technology Limited (SSTL) with a global reputation for the design, build and launch of low cost, multi-purpose satellites.

Photo Op

- 1115** At the end of the tour Professor Seaton and Professor Grant will escort the visitors to the Ivy Room, Oak House.
- En route to the Ivy Room Professor Seaton will show the visitors the Starbucks Franchise coffee shop.
- The first University/Starbucks franchise initiative in the country, the shop has been open since November 2007 and has been an unprecedented success – performing well above plan consistently throughout the year.*
- 1120** Once at the Ivy Room Professor Seaton will invite the visitors to take refreshments (a buffet lunch will be available) and will introduce:
- Ivy Room*
Photo Op
- Dr Malcolm Parry** – Director, Surrey Research Park
Mr Keith Robson – Director, Research and Enterprise Support
- 1125** Professor Seaton will invite the visitors to take seats at the board table for a presentation on Innovation at the University of Surrey.
- 1125** Presentation
- Mr Robson** – Enterprise and Innovation activities at the University of Surrey
Dr Parry – Formation and Growth of the Surrey Research Park
- 1145** Opportunity for discussion, questions and answers will then follow the presentation
- 1155** At the end of the discussion Professor Seaton and Professor Grant will escort the visitors to Senate House from where the Minister and the delegation will depart.
- Senate House*

Visit of Mrs Sarah Goad JP, Lord Lieutenant of Surrey

Thursday 28th January 2009, 12:00-16:00

Key Contacts

Sam Jones (Office)	01483 68 XXXX (Office)	Gems Leaming	01483 68 6606
Vice-Chancellor's Office	07929 XXX XXX (Mobile)		
Surrey Sports Park	07702 XXX XXX (Mobile)		
Elaine Breakenridge GSA	01483 XXX XXX (Office)		

hrs

- 1155** The Lord Lieutenant and Mr Timothy Goad arrive at the University of Surrey, Senate House reception to be greeted by:
- Professor Christopher Snowden** - Vice-Chancellor
Mrs Irena Snowden – the Vice-Chancellor's wife
- A parking space in Senate Car Park is reserved*
Surrey Advertiser attending to take a few formal photos at Senate

- 1155** Professor and Mrs Snowden will escort the Lord Lieutenant and Mr Goad to the Lakeside Restaurant
- 1200** Upon arrival at Lakeside, Professor Snowden will introduce the Lord Lieutenant and Mr Goad to Senior Colleagues who will be waiting just outside the restaurant: *Lakeside Restaurant*
- Professor Steve Williamson** – Deputy Vice-Chancellor (Research and Innovation)
Professor Gill Nicholls – Deputy Vice-Chancellor (Academic Development)
- The visitors plus staff from the University will make their way into the restaurant and take their seats for lunch. (NB: There will be no table plan).
- Part of the School of Management, the Lakeside Restaurant is a unique operation, run by a team of professional staff ably assisted, (during semester time), by students studying on the School of Management's International Hospitality Management degree programme. The provision of such a work-based facility allows the students to develop their skills in both the kitchen and front of house operations. The aim is to contribute to the hospitality industry's aims of raising standards among its workforce by making opportunities available to the University's hospitality students to develop and demonstrate their skills to a wide audience.*
- 1330** Following lunch Professor Snowden will invite the Lord Lieutenant and Mr Goad to take a tour of a number of key areas of the University.
- Firstly Professor Snowden will escort the Lord Lieutenant and Mr Goad to the entrance of the School of Management where the VC's car will be waiting to transport them to the Guildford School of Acting (GSA) Building.
- 1335** Upon arrival at the GSA Building main entrance, Professor Snowden will introduce: *GSA Building*
- Mr Peter Barlow** – Director of the GSA, who will conduct a tour of the facilities.
- The Guildford School of Acting has built an international reputation for excellence in training for actors and technicians in all areas of theatre and the recorded media. It offers the very best vocational training in acting, musical theatre, production and stage management, making it the top choice for students wishing to train for the performing arts industry.*
- The Guildford School of Acting (GSA) is now part of the University of Surrey, based on our Stag Hill Campus in a brand new purpose-built facility.*
- 1430** Following the tour, Professor Snowden will escort the Lord Lieutenant and Mr Goad to the entrance of the GSA Building where the VC's car will be waiting to transport them to the Surrey Sports Park (SSP).

1440 Upon arrival at Surrey Sports Park – Site Construction Office, Professor Snowden will introduce:

Surrey Sports Park

Mr Jason Harborow – Managing Director of SSP
Miss Gemma Leaming – Project Manager of SSP

The visitors will be issued with hard hats and boots to be worn at all times while at the Sports Park. Mr Harborow will then invite the visitors to tour the SSP facilities.

The University of Surrey has always been a large provider of sport in the region, and we have invested heavily to provide the very best sports facilities for everyone in the area. The Surrey Sports Park is scheduled to open in January 2010. At a cost of £36 million it will set a new benchmark for the quality of sports facilities in the region. The Surrey Sports Park will bring together all sports and all levels of ability. The combination of first-rate facilities and the expertise and enthusiasm of our staff will make the Surrey Sports Park one of the premier venues for sport and fitness in the country.

1540 Following the tour, Mr Harborow will escort the visitors to the Varsity Centre Bar where refreshments will be served.

1555 Following refreshments, Professor Snowden will escort the Lord Lieutenant and Mr Goad to the entrance of the Varsity Centre where the VC's car will be waiting to transport them back to Senate House.

1600 The Lord Lieutenant and Mr Goad to depart.

Visit of Dr David Docherty, CEO of Council for Industry and Higher Education (CIHE)
Tuesday 17th May 2011

Key Contacts

Sam Jones 01483 68 XXXX (Office)
University of Surrey 07929 XXX XXX (Mobile)

Sally Devine 020 7XXX XXXX (Office)
CIHE

hrs

- 1010** Dr David Docherty from CIHE to arrive at the University of Surrey, Senate House reception to be greeted by: *Senate House, Reception*
- Ms Sam Jones** – Vice-Chancellor’s External Relations Officer, who will invite Dr Docherty to take a tour of a number of key areas of the University
- (NB: Dr David Docherty to arrive by train from London (10.03am) to be met at Guildford Train Station by the VC’s Car – Driver: Mr Jim Boyle Car Reg: YD08 KXC Black Mercedes)*
- 1010** Dr Docherty and Ms Jones will be driven to the Performing Arts Technology Studios (PATS) where the Department of Music and Sound Recording (MSR) is located (based in the Faculty of Arts and Human Sciences). *Jim Boyle to drive*
- 1015** Upon arrival at PATS, the visitors will be greeted in the foyer by: *Performing Arts Technology Studios*
- Professor Dave Fisher** – Director of Sound Recording, who will lead a tour of the studios.
and
Dr Tim Brookes – Senior Lecturer, Head of Sound Recording Research, and Senior PTP Tutor for Sound Recording, who will give an overview of the Tonmeister course and our relationships with industry, including placements, industry seminars, and links with graduates.
- The Music and Sound Recording (Tonmeister) programme aims to equip students with the breadth of knowledge required for a successful career in any area of professional audio. By balancing a rigorous study of music and the technical and scientific aspects of sound recording with the operational and practical aspects of each, MSR has formed a blend of music and sound recording which makes the Tonmeister programme unique in the UK university system.*
- 1025** Professor Fisher and Dr Brookes will then escort the visitors Room TB7 in the Teaching Block where they’ll be greeted by: *Teaching Block TB7*
- Dr Russell Mason** – Tonmeister Programme Director, who will introduce:
- Professor Soren Bech** – Head of Research at Bang and Olufsen
- There will follow an opportunity for discussion about the Tonmeister course and its collaborations from the point of view of industry.
- 1040** Following the discussion, Dr Mason will direct the visitors back to the entrance of the Teaching Block where the VC’s car will be waiting to drive them to the Surrey Sports Park.

- 1045** Upon arrival at Surrey Sports Park, the visitors will be met in reception by: *Surrey Sports Park*
- Mr Richard Bean** – Head of Operations, who will conduct a tour of the facilities.
- The University of Surrey has always been a large provider of sport in the region, and has invested heavily to provide the very best sports facilities for everyone in the area. Surrey Sports Park opened its doors in April 2010. The University-owned multi million pound facility offers a venue that hosts some of the best facilities in the world, attracting its own international and national events that bring world class athletes to Surrey.*
- 1100** Following the tour, Mr Bean will direct the visitors back to the reception. Ms Jones will escort Dr Docherty to the entrance of the Sports Park where the VC's car will be waiting to drive them to the Post Graduate Medical School (PGMS).
- 1105** On arrival at PGMS, the visitors will be: *Post Graduate Medical School*
- Dr Richard Morgan** – Senior Lecturer in Molecular Oncology, who will provide an overview of the work into Prostate Cancer.
- 1115** Following the discussion, Ms Jones will escort Dr Docherty to the entrance of PGMS where the VC's car will be waiting to drive them to the Guildford School of Acting (GSA)
- 1120** Upon arrival at the Guildford School of Acting, Ms Jones will escort Dr Docherty into the foyer where they will be met by: *Guildford School of Acting*
- Miss Elaine Breakenridge** – School Manager, who will conduct a tour of the facilities. *Opportunity for refreshments in Starbucks GSA*
- The Guildford School of Acting (GSA) has built an international reputation for excellence in training for actors and technicians in all areas of theatre and the recorded media. It offers the very best vocational training in acting, musical theatre, production and stage management, making it the top choice for students wishing to train for the performing arts industry. The Guildford School of Acting is now part of the University of Surrey, based on our Stag Hill Campus in a brand new purpose-built facility.*
- 1130** Following the tour, Miss Breakenridge will direct the visitors back to the foyer. Ms Jones will escort Dr Docherty to the entrance of the GSA Building where the VC's car will be waiting to drive them to the Surrey Space Centre.

1135 On arrival at the Surrey Space Centre (SSC) the visitors will be greeted by:

Dr Mini Saaj – Lecturer in Space Robotics who will conduct a tour of the facilities.

Surrey Space Centre is a fully integrated mix of world class academic research teams whose aim is to underpin the technical development of the small space industry; and the commercial activities of Surrey Satellite Technology Limited (SSTL) with a global reputation for the design, build and launch of low cost, multi-purpose satellites.

1155 Following the tour Dr Saaj will direct the visitors back to the reception.

1155 Ms Jones will escort Dr Docherty to the Centre for Vision, Speech and Signal Processing which is part of the Department of Electronic Engineering (based in the Faculty of Engineering and Physical Sciences).

1200 On arrival at CVSSP the visitors will be greeted in reception by:

*CVSSP Reception,
AB building, level 5*

Professor Adrian Hilton – Professor of Computer Vision and Graphics, who will conduct a tour of the facilities.

The Centre for Vision, Speech and Signal Processing (CVSSP) is one of the major research centres of the Faculty of Engineering and Physical Sciences. Its aim is to advance the state of the art in multimedia signal processing and computer vision, with a focus on image, video and audio applications.

1225 Following the tour, Professor Hilton will direct the visitors back to the CVSSP Reception. Ms Jones will escort Dr Docherty to the entrance of the AB building and they will walk to the School of Management for lunch.

*Weather permitting
to walk.*

1230 Upon arrival at the School of Management, Ms Jones will escort Dr Docherty to the Lakeside restaurant and to their table where they will be greeted by: *Lakeside Restaurant*

Professor Christopher Snowden – Vice-Chancellor and Chief Executive

Who will in turn introduce:

Professor Gill Nicholls – Deputy Vice-Chancellor (Teaching & Learning)

Professor Greg Melly – Director of Corporate Services

Guests to take their seats for lunch. (NB: There will be no table plan).

Part of the School of Management, the Lakeside Restaurant is a unique operation, run by a team of professional staff ably assisted, (during semester time), by students studying on the School of Management's International Hospitality Management degree programme. The provision of such a work-based facility allows the students to develop their skills in both the kitchen and front of house operations. The aim is to contribute to the hospitality industry's aims of raising standards among its workforce by making opportunities available to the University's hospitality students to develop and demonstrate their skills to a wide audience.

1400 Following lunch, Professor Snowden will escort Dr Docherty to the entrance of the School of Management where the VC's car will be waiting to drive Dr Docherty back to Guildford Train Station.

**Visit of Mr Charles Hendry MP, Minister of State for Energy and Climate Change
Monday 28 November 2011**

Key Contacts

Sam Jones	01483 68 XXXX (Office)	Professor Stephen Sweeney	01483 68 XXXX(Office)
	07929 XXX XXX (Mobile)		07787 XXX XXX (Mobile)

hrs

0935 Sam Jones and Stephen Sweeney to convene in Senate Reception to await the arrival of Mr Hendry.

- 0940 Mr David Rolfe** – Private Secretary and **Ms Hilda Carr** – Head of Ministerial Outreach (to travel by train), to arrive at the University of Surrey, Senate House reception to be greeted by:
- Professor Stephen Sweeney** – Head of Photonics, Advanced Technology Institute
Ms Sam Jones – Vice-Chancellor’s External Relations Officer
- 0940 Ms Caroline Crampton** from Total Politics to arrive University of Surrey, Senate House reception.
- 0945** Mr Charles Hendry to arrive at the University of Surrey, Senate House reception to be greeted by:
- Professor Stephen Sweeney** – Head of Photonics, Advanced Technology Institute
- Parking space reserved in Senate House Car Park*
- 0945** Professor Sweeney to escort the Minister to the Advanced Technology Institute (ATI) building, accompanied by Mr Rolfe, Ms Carr, and Ms Crampton. This is a 5 minute walk and Professor Sweeney will point out the new Library and Learning Centre en route.
- Weather permitting to walk. VC’s car on hand.*
- The University has recently completed a £16m extension to the Library to significantly enhance the space available for student learning and study. The building houses: a number of academic and support departments, acoustically protected silent and quiet study areas, informal learning and group work spaces, and rooms that can be booked by students for different kinds of working. It also includes a supermarket, book and coffee shop.*
- 0950** On arrival at the ATI, Professor Sweeney will conduct a tour of the facilities.
- ATI*
- Paul Stead to take photographs.*
- Formal Photo Op on the Steps of the ATI, plus photos to be taken in the ground floor labs.*
- 1045** Following the tour, the Minister will adjourn to Professor Sweeney’s office for the interview with Total Politics
- 12 ATI 01*

1100 Following the interview, Professor Sweeney will escort the Minister to the entrance of the ATI, accompanied by Ms Carr and Mr Rolfe, where the VC's car will be waiting to drive them to Surrey Sports Park. *Jim Boyle to drive*

1105 On arrival at Surrey Sports Park, Professor Sweeney will escort the Minister through the main entrance into the Reception area where they will be greeted by: *Surrey Sports Park*

Mr Derry Caleb – Director of Estates and Facilities and Chairman of AUDE, and **Mr Phil Swaden** – Assistant Services Engineer, Surrey Sports Park, who will conduct a tour of the facilities.

The University of Surrey has always been a large provider of sport in the region, and has invested heavily to provide the very best sports facilities for everyone in the area. Surrey Sports Park opened its doors in April 2010. The University-owned multi million pound facility offers a venue that hosts some of the best facilities in the world, attracting its own international and national events that bring world class athletes to Surrey.

1125 Following the tour, Mr Caleb will escort the visitors back to the main entrance. Professor Sweeney will escort the Minister, accompanied by Ms Carr and Mr Rolfe, to the VC's Car which will be waiting to drive them to the Post Graduate Medical School (PGMS)

1115 Roundtable Discussion attendees to begin to arrive at PGMS to be greeted by Ms Sam Jones

1127 On arrival at PGMS, the visitors will be greeted by Ms Sam Jones who will direct them to the Boardroom on the 3rd Floor.

1130 On arrival at the boardroom, Professor Sweeney will introduce: *PGMS Boardroom*

Professor Christopher Snowden – Vice-Chancellor and Chief Executive of the University, who will chair the Roundtable discussion with local businesses and academia over buffet luncheon. *See separate Attendee List and Agenda.*

1230 Professor Snowden will bring the Discussion to a close.

1245 Following the Roundtable Discussion, Professor Sweeney will escort the Minister, accompanied by Ms Carr and Mr Rolfe, to the entrance of PGMS where the VC's Car which will be waiting to drive them back to the main University Campus.

1250 The VC's Car will park at the Senate House car park for the visitors to alight. Professor Sweeney will escort the Minister, accompanied by Ms Carr and Mr Rolfe, to the Lecture Theatre Block, a short walk from Senate House, for the address to students.

1300 Address to students and Q&A session. Professor Sweeney will introduce the Minister *Lecture Theatre G*

1330 *Possible Media.*

1355 Following the talk, Professor Sweeney will escort the Minister, accompanied by Ms Carr and Mr Rolfe, back to Senate House where the VC's Car will be waiting to drive all three to Guildford Train Station.