



Universiti Tunku Abdul Rahman
Lee Kong Chian Faculty of Engineering and Science
Itinerary of Professor Dean Kashiwagi's Visit (09th – 11th November 2017)
[External Examiner, Master of Project Management]

Date	Time	Event	Attended By	Action By	Venue
Day 1 08/11/2017 (Wednesday)	9.30am	Airport pick up Flight: MH 60 Departure: 09:55 Arrival KLIA:10:55	Driver: TBC/Dr Chia FC (Honda HRV VAQ1068)	Ms. Harmiza to book vehicle	KLIA Terminal – Eastin Hotel Kuala Lumpur Confirmation No.: 7316903
Day 2 09/11/2017 (Thursday)	8.30am	Hotel pick-up	Driver: TBC/ Dr Dr. Chia FC (Honda HRV VAQ1068)	Ms. Harmiza to book vehicle	Eastin Hotel Kuala Lumpur– LKC FES
	9:30 am	Opening Session Opening remarks and Briefing on UTAR and LKCFES	Dean, Deputy Dean and HoD	Venue booking by Ms. Farhah	Meeting Room - KB004, Level G, KB Building
	10.00am	Meeting with Teaching Staff Introduction of Staff Briefing on MPM programme Comments by EE Dialog with EE	HoD and all MPM Teaching Staff	Venue booking by Ms. Farhah	Meeting Room - KB004, Level G, KB Building
	12:00pm	Lunch			
	1:00pm	Sungai Long Campus Tour : library, engineering/computer laboratories, lecture/tutorial rooms	HoD	HoD	KB Building, LKC FES
	2:00pm	Checking Document	HoD	Mr. Hariss & Ms. Razia to prepare the course file Venue booking by Ms. Farhah	FE 15(1), Level 8, KB Building
	3:00pm	Tea-Break		HoD	
	3:15pm	Checking Document	HoD	Venue booking by Ms. Farhah	FE 15(1) , Level 8, KB Building
	4:30pm	Leave for hotel	Driver TBC)	Ms. Harmiza to book vehicle	LKC FES -Eastin Hotel Kuala Lumpur
Day 3 10/11/2017 (Friday)	8.30am	Hotel pick up	Driver: TBC)/ Dr Chia FC (Honda HRV VAQ1068)	Ms. Harmiza to book vehicle	Eastin Hotel Kuala Lumpur – LKC FES

	10:00am	<i>Research Meeting</i>	Teaching/Research Staff		KB105, Level 1, KB Building
	12.30pm	Lunch		HoD	
	2.00 pm	Meeting with President	Dean, HoD	RGO	President's Office
	3:00pm	Exit Meeting	Dean, Deputy Dean, HoD and teaching staff	Venue booking by Ms. Farhah	MIMOS Lab - KB802, Level 8, KB Building
	4:30pm	Leave for Hotel	Driver (TBC)	Ms. Harmiza to book vehicle	LKC FES -Eastin Hotel Kuala Lumpur
Day 4 11/11/ 2017 (Saturday)	8.30am	Hotel pick up	Driver (TBC)		Eastin Hotel Kuala Lumpur – LKC FES
	9:00am	<i>Public Lecture</i> - CEE Talk Series: The Future of Professional Services in the Age of Automation	Members from RICS, PAM, IEM, Alumni of UTAR	HoD Venue booking by Ms. Farhah	Block KB Lecture Hall KB100
	12:00am	Lunch		HoD	
	2:00 pm	Meeting with MPM students	HoD, MPM lecturers and MPM students	Venue booking by Ms. Farhah	Meeting Room, KB803, L8, KB Building, UTAR Sg. Long Campus
	3:00pm	Leave for Hotel	Driver (TBC)	Ms. Harmiza will book the vehicle	LKC FES -Eastin Hotel Kuala Lumpur
Day 5 12/11/ 2017 (Sunday)	9.00am	Leave for Airport Flight: MH 603 Departure: 11:50 Arrival: 12:55	Driver (TBC)	Ms. Harmiza will book the vehicle	Eastin Hotel Kuala Lumpur – KLIA