

STANDARD AMBA VISIT AGENDA (CHINA)

DAY 1:

10:30-11:30 Meeting with the University President*
11:30-12:15 Tour of the facilities (classrooms and offices, no need to visit library)
12:30-13:30 Lunch with the Dean and the Leadership Team (on campus)
13:30-17:30 Private meeting of the Panel in the Base Room
17:30-18:30 Coffee/Tea with Key Employers (at café on campus or at the hotel)
Evening: Private dinner of the panel at the hotel

DAY 2:

9:00-10:00 Meeting with the Dean and the Leadership Team (starting with a 15-min presentation by the Dean)
10:00-11:00 Meeting with Programme Directors (MBA, EMBA plus any other members of the Top Team who wish to remain for this meeting)
11:00-11:15 Coffee break
11:15-11:50 Meeting with Admissions/Marketing/Careers/Alumni staff (plus programme directors or anyone else from the Top Team who wish to remain)
12:00-12:50 Private lunch for the panel (in the base room or within the school building)
13:00-14:00 Meeting with MBA & EMBA students & alumni (no more than 15 in total)
14:00-14:50 Meeting with faculty (no more than 15 in total)
15:00-16:00 Private meeting of assessment panel (base room)
16:00-16:30 Feedback to the Dean and Leadership Team

*Elements of the programme can be swapped around depending on the availability of the key participants, e.g. the University President.

In terms of catering/food, may I suggest the following:

- 1) The lunch at 12:30 pm on Day 1 with the School leadership team should ideally be on campus and can be box lunch (foreigners like box lunch with Chinese food).
- 2) The coffee/tea meeting with several key corporate representatives (MBA/EMBA employers, who can be alumni of the School but not necessarily all of them) can take place either at a café on campus (from 5:30 pm to 6:30 pm) or at a café at the hotel (6:30 pm to 7:30 pm, to allow time for the transfer). School staff should not attend this meeting. The panel will then have dinner at the hotel on their own.
- 3) The private lunch of the panel on Day 2 (1:00 pm – 2:00 pm) should ideally be in the base room and can also be box lunch with Chinese food.