

Event programme

[insert programme name and SIS codes] on [insert date] via MS Teams

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| **Time** |  | **Meeting** | **Attendees** |
| 09:00 | - | 09:40 |  | **Meeting 1: private panel** (introductions, IT management, questions/discussion areas for meeting with programme team and practice learning partners) | *Panel joins meeting*[insert link to MS Teams invite] |
| 09:40 | - | 09:45 |  | **Changeover** | *Programme team joins meeting 2*[insert link to MS Teams invite] |
| 09:45 | - | 11:00 |  | **Meeting 2: programme team**(to include an introductory presentation to outline the proposal, key points during its development and an overview of the proposed student journey from pre-entry to graduation). | [list attendees] |
| 11:00 | - | 11:10 |  | **Comfort break** |  |
| 11:10 | - | 11:30 |  | **Meeting 3: private panel** (questions/discussion areas for meeting with students and senior managers) | *Panel joins meeting*[insert link to MS Teams invite] |
| 11:30 | - | 11:35 |  | **Changeover** | *Students join meeting 3*[insert link to MS Teams invite] |
| 11:35 | - | 12:15 |  | **Meeting 3: student meeting**  | *List student names & email addresses* |
| 12:15 | - | 12:45 |  | **Lunch break** |  |
| 12:45 | - | 12:50 |  | **Changeover** | *Senior management team representatives join meeting 4*[insert link to MS Teams invite] |
| 12:50 | - | 13:20 |  | **Meeting 4: senior managers** |  *List attendee names* |
| 13:20 | - | 13:55 |  | **Meeting 5: private panel meeting** (to formulate conclusions) | *Panel only*[insert link to MS Teams invite] |
| 13:55 | - | 14:00 |  | **Changeover** | *Programme team joins meeting 6*[insert link to MS Teams invite] |
| 14:00 | - | 14:15 |  | **Meeting 6: feedback** |  *List attendee names* |

**Panel Details**

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| **Chair (a senior representative from another Faculty/School):** |  |
| **University panel representative (lecturer from another Faculty/School):** |  |
| **Event Officer:** |  |
| **External subject specialist (from another HEI):** |  |
| **Student representative (not from the programme under consideration):** |  |
| **IT Support:** |  |