**Sunday 26th November**

**13:00 – 14:00** **ARRIVAL**

Collect conference pack at the Old Waverley Hotel (43 Princes Street, Edinburgh)

http://www.theedinburghcollection.com/oldwaverley/

For those delegates staying at the Ibis Hotel (19 St Andrew Square) they must collect their conference badge from the Old Waveley Hotel and check in for the event .

Check in at the Old Waverley Hotel / Ibis Hotel

Rooms will not be available until after 3pm.

You can leave your baggage in the hotel baggage room of each property until your room is ready.

**14:00 – 14:15** **Meet in the lobby of the Old Waverley Hotel**

**14:15**  **Directed activities exploring the city of Edinburgh**

 **Introductory exercise ‘Treasure hunt’ in working groups.** Details of your group can be found on the conference app

**18:00 – 19:45** “**Welcome” and European Aperitif**

David Taylor

General Manager Businet

Followed by the **EUROPEAN APERITIF** – with a Christmas flavour

(at the Old Waverley Hotel)

All participants are invited to bring specialties and delicacies from their home country, region or city (such as cheese, wine, sausages, beer, biscuits etc.)

Every country, region or city sets up a table with the produce they have brought displaying signs saying what they are. The food and drinks of the participants will be the basis of the European aperitif during which each country will briefly present what they have brought as a means of an ice breaker exercise.

As Christmas approaches, please try to bring items with a festive feel!

**Monday 27th November**

 **Breakfast**

In the Old Waverley breakfast will need to be taken at set times – David Taylor will explain further during the welcome address. Information regarding breakfast will be updated daily where necessary on the Conference App.

**08:55** **Leave Conference hotels** for the conference venue, Royal College of Physicians.

(9 Queen Street Edinburgh EH21jQ of Edinburgh)

**09:05** **“Getting the Most from the Conference”**

David Taylor

General Manager Businet

**09:10** **“If you don't take control of where you are heading, you will always end up somewhere you don't want to be”**

 David Allen

 Director of Scotland, People 1st

**10:10 Break**

**10:25 "Taking control of your future"**

Matthias Limbach

 Managing Director and Head of School, Dr. Buhmann Akademie, Hannover Germany

Founder, M4 Sports GmbH Wolfsburg

**11:25 “Title to be confirmed**"

Nicola Bowman

Curriculum manager, Management and Professional programmes, New College Durham

**12:25** **Lunch**

**13:25** **“Communication in Action”**

Tony Delahunty

Managing Director, Radio Mansfield 103.2

Tony Delahunty works as a media and employment law consultant for a local firm of solicitors, manages the commercial radio station Mansfield 103.2, and lectures in media law at the University of Derby (among other things). Tony is a former "Broadcaster" in 5 different countries.

**14:45** **Break - distribution of funds for evening - meeting your groups**

**15:05** **”Making the most of your opportunities”**

Stephen Manion

 Manager of Arundel Castle, West Sussex. Home of the Duke of Norfolk and major visitor attraction in West Sussex. UK

16.00 **“Stand out from the crowd – prepare yourself to get your first job”**

 Florian Hoeltje

 Digital Brand Solutions Manager
 Company: G+J Electronic Media Sales GmbH, part of Gruner & Jahr)

**16.50 Introducing the workshop exercises**

 Stuart Moss

 Leeds Becket University

**17:00** **Close**

**Dinner** with your working group – contribution towards the cost from conference funding.

**Tuesday 28th November**

**07:45** **Breakfast**

**08:40** **Meet in the Old Waverley Hotel / Ibis Edinburgh**

Coaches depart from Waterloo Place.

 Photo stop at the Kelpies

 Visit Stirling Castle and tour Castle

 Drive through Trossachs with photo stops at lochs and if possibl photo opportunities with Highland Cattle.

**16:00**  **Arrival in Edinburgh for free time and time to work on project.**

**Evening free**

**Wednesday 29th November**

**07:45** **Breakfast**

**09:15 - 11.45** Venue The Royal Society of Edinburgh,

 22-26 George St, Edinburgh EH2 2PQ

 Groups 1 to 9

 **“Recognizing and developing employability skills”**

Stuart Moss

Senior Lecturer & Teacher Fellow

Courses Leader BA (Hons) Entertainment Management at the Leeds Beckett University & co-author of Employability Skills

Author: The Entertainment Industry: An Introduction

Presentations by work groups 1 to 9. Groups 10 to 19 free time.

 **Groups 10 to 19**

 **“Recognizing and developing employability skills”**

Stuart Moss

Senior Lecturer & Teacher Fellow

Courses Leader BA (Hons) Entertainment Management at the Leeds Beckett University & co-author of Employability Skills

Author: The Entertainment Industry: An Introduction

 Venue The Royal Society of Edinburgh,

 22-26 George St, Edinburgh EH2 2PQ

 Presentations by work groups 10 to 19 Groups 1 to 8 free time.

**14:50** **Meet in the forecourt of Edinburgh Castle** (Castle visit at 15:00)

**19.30**  Meet at Old Waverley and Ibis Edinburgh

 Time for a BBQ!!! A farewell meal outdoors, weather and heaters allowing!

 Place Hotel

 34-38 York Place Edinburgh EH1 3HU

 [http://www.yorkplace-edinburgh.co.uk](https://deref-gmx.com/mail/client/E0IQ3P1Gpgg/dereferrer/?redirectUrl=http%3A%2F%2Fwww.yorkplace-edinburgh.co.uk%2F)

**Thursday 1st December**

**07:45** **Breakfast**

 **Check out before coming to the conference venue**

**09:10 Venue:** Venue The Royal Society of Edinburgh,

 22-26 George St, Edinburgh EH2 2PQ

**09.10 Title to be advised**

Sylvia Statz

 Lecturer English for Special Purposes & CommunicationUniversity Colleges Leuven Limburg

**10.00** **Break**

**10.15 Title to be advised**

Bob Gilmour, Senior Lecturer, Glascow Caledonian University, Glascow

 Dale Lyon. Director Concrete Scotland

 ***Winner: STF (***Scottish Training Federation***) -Innovation in Trainin***g***Award 2017***

**11:00** **“Is working abroad no longer a choice but a necessity? How does working abroad change you?”**

#  Isabelle Van Tomme, HOWEST, University College West-Vlaanderen

# 11.45 "What can you take away from the Event“

#  Incorporating Reflection and Emotional Intellegence

#  David Taylor, Businet General Manager

# 12.30 Conference Close