

Programme – Panel visit – 11-14 March 2018

In Summary

- Day 1: Panel members arrive to Aalborg Airport and take a Taxi to the hotel. A working dinner is held in the evening with members of the Steering Committee.
- Day 2: Panel members consider the guidelines for the review, the criteria for the evaluation, the material including the research groups submissions and meet with HoD. The Panel meets the research groups. A working private dinner is held in the evening for the Panel members to allow for continuation of discussions.
- Day 3: Panel members meet the remaining research groups. A working private dinner is held in the evening for the Panel members to allow for continuation of discussions and planning for drafting of report.
- Day 4: Continuation of discussions and finalization of report. An exit presentation is held as a staff meeting summarizing the Panel's finding on Department level and Research Group level, followed by a meeting with HoD and the steering committee and a meeting with the Deanery. (Panel departure depending on itinerary). If you depart Wednesday evening we assist you with online check-in and printing of boarding cards in the morning.
- Day 5: Panel departure depending on itinerary.

Programme

Date	Day 1 - Arrival day Sunday 11 March 2018	Day 2 Monday 12 March 2018	Day 3 Tuesday 13 March 2018	Day 4 Wednesday 14 March 2018	Day 5 – Departure day Thursday 15 March 2018
Morning		<p>8.10: Pick up at the hotel. We meet you in the lobby.</p> <p>8.30-9.00: Arrival at AAU – Preparation for the coming days. Room: Fib11-93.</p> <p>9.00-10.00: Meeting with the Head of department. Room: Fib11-93</p> <p>10.00-10.15: Short break.</p> <p>Meetings with the research groups – 45 minutes per RG 15 minutes buffer time between each group (Coffee/Tea available during all meetings).</p> <p>10.15-11.15: FIRM. Room: Fib11-93</p> <p>11.15-12.15: MAC Room: Fib11-93</p>	<p>8.30: Pick up at the hotel. We meet you in the lobby.</p> <p>Meetings with the research groups – 45 to 60 minutes per RG (Coffee/Tea available during all meetings)</p> <p>9.00-10.15: IBC Room: Fib4-106</p> <p>10.15-10.30: Short break</p> <p>10.30-11.30: ORCA Room: Fib11-93</p> <p>11.30-12.30: AAA Room: Fib11-93</p>	<p>8.00: Pick up at the hotel. We meet you in the lobby.</p> <p>8.30 - 11.30: Panel discussion and drafting of report plus preparation for the afternoon feedback session. Room: Fib11-93</p>	Departure depending on itinerary.
Lunch		12.15-13.00: Working Lunch Room: Fib11-5	12.30-13.30: Working Lunch Room: Fib11-5	11.30-12.30: Working Lunch Room: Fib11-5	

<p>Afternoon</p>	<p>Panel Members arrive to Aalborg.</p> <p>All members are accommodated at: Comwell Hvide Hus, Vesterbro 2, 9000 Aalborg.</p> <p>https://www.comwellaalborg.dk/</p>	<p>Meetings with the research groups – 45 minutes per RG (Coffee/Tea available during all meetings)</p> <p>13.00-14.00: BDC Room: Fib11-93</p> <p>14.00-15.00: DCHI Room: Fib11-93</p> <p>15.00-16:00: IMPAKT Room: Fib4-106</p> <p>16.00-17.00: Meeting with members from the steering committee to clarify any questions arises through the day. Room: Fib11-93</p> <p>17.00: Return to hotel</p>	<p>13.30-14.45: IKE Room: Fib4-106</p> <p>14.45-15.45: MAMTEP Room: Fib11-93</p> <p>15.45-16.00: Short break</p> <p>16.00-17.00: Meeting with members from the steering committee to clarify any questions arises through the day. Room: Fib11-93</p> <p>17.00: Return to hotel</p>	<p>12.30-14.30: Feed-back session at staff meeting. Purpose: The panel presents its overall recommendation at department level and recommendation at RG level. Room: Fib10-08</p> <p>The panel presentation is not for discussion at this time.</p> <p>14.35-15.15: Meeting with HoD and Steering Committee. Room: Fib11-93 Purpose: To discuss the observations and recommendations with the HoD and evaluate the process.</p> <p>15.15-16.00: Feedback to the Deanery. Purpose: To discuss the observations and recommendations with the denary. Room: Fib11-93</p> <p>16.00-16.45: Final Panel discussion Room: Fib11-93 Purpose: To give the panel the opportunity to make minor revisions.</p> <p>16.45-17.00: Hand over of the final evaluation report to HoD. Room: Fib11-93</p> <p>17.00: Return to Hotel og Departure to airport.</p>	
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Evening	19.00 – 21.00: Working Dinner for Panel members and members of the Steering Committee Venue: Hotel Purpose: To brief panel and answer any questions arising. Venue: Hotel	18.30 - : Working dinner for Panel to continue Panel discussions Venue: Hotel	18.30 - : Working dinner for Panel to continue Panel discussions Venue: Hotel	18:30: Dinner depending on itinerary.	
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