

Subject: Important - Final Information for Learning Spaces Tour

Dear {{C-FIRST NAME}},

This email provides you with the final details of the Learning Spaces Tour.

Key details for the tour are as follows:

Tour Leaders & Contact Details

Maija Eriika Ruokanen
Danny Glasner
Mobile #: +852-5620 7867

Meeting Point / Times etc

Date: Wednesday 6 March 2019

Rendezvous: The Harbourview Hotel, 4 Harbour Road, Wan Chai, Hong Kong

Meet @ 07:15 in Hotel Lobby - look for the 21C Sign

Bus Departs@ 07:30 sharp

The Harbourview address in Chinese characters is

灣仔港灣道4號

If you are running late, please call Graeme Deuchars on [+852-9739-4776](tel:+852-9739-4776). We can help you catch a taxi to meet up with the tour but this will be at your own expense.

Important note: Taxi's will sometimes take you to the Marriott Harbour View Hotel which is around 10 minutes walk from the Harbour View Hotel. Make sure the taxi driver knows it is 4 Harbour Road!

Drinks Reception at End of Tour

The tour now includes an optional drinks reception hosted by our Platinum Partner for 21CLHK11, Steelcase, at their amazing work-life centre in Hollywood Road. This will run from 16:15 to 18:30.

21CLHK11 - Information for Learning Spaces Tour Participants - 6 March 2019

This is a great opportunity to mingle and network with other 21CLHK attendees prior to the start of the conference, The reception is being held in Steelcase's Headquarters so it's also a great opportunity to see first-hand why so many schools are choosing to use their unique and innovative furniture.

We hope you choose to join other conference delegates at this informal event but If you don't want to attend, the bus will continue back to the hotel,

The Steelcase offices are right in the heart of a thriving SOHO bar and restaurant district so it's a great place to party on if you wish and to connect with other conference delegates for dinner afterwards.

Schools

We wish thank and gratefully acknowledge the following schools for hosting the tour:

- Hong Kong Academy ([HKA](#))
- Malvern College ([MCHK](#))
- Yew Chung International School ([YCIS](#))
- The Harbour School ([THS](#))
- Hong Kong International School ([HKIS](#))

School Visit Plan

The usual format for a school visit is:

- 05 minutes: Bus to the briefing room
- 10 minutes: Principal or Senior Staff Member: Briefing on philosophy/approach etc.
- 25 minutes: Visit relevant areas of school - maybe a chance to meet students
- 15 minutes: Briefing room: Chance to ask questions, share experiences etc
- 05 minutes: Briefing room to the bus

Tour Schedule (subject to change)

Bus Departs Conference Hotel	7:30
Arrive Hong Kong Academy	8:15
Depart Hong Kong Academy	9:20
Arrive Malvern College Hong Kong	9:40
Depart Malvern College Hong Kong	10:40
Arrive Lunch	10:50
Depart Lunch	11:50
Arrive Yew Chung	12:00

Depart Yew Chung	13:00
Arrive Harbour School	13:30
Depart Harbour School	14:30
Arrive HKIS	14:50
Depart HKIS	15:50
Arrive Steelcase (Optional) Drinks Reception	16:15
Arrive Harbour View Hotel	16:30

Lunch

You will be having a buffet lunch at a hotel so you will be able to self-select food that meets your dietary needs.

Questions ?

Please feel free to contact us if you have any questions.

Regards

21st Century Learning Team