



INDUCTION

WELCOME TO THE INTERNATIONAL HOTEL MANAGEMENT INSTITUTE (IMI) KASTANIENBAUM

The Management and Staff of IMI welcome you to Kastanienbaum. All IMI courses are based here.

This notice board provides valuable information that you will require over the next few days. Please read it carefully.

On behalf of IMI I hope that you will enjoy the forthcoming semester.

Prof. Michael Hitchcock
Academic Director and Dean of Faculty

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THE FOLLOWING INFORMATION IS ESSENTIAL READING FOR YOUR FIRST WEEKS (Weeks 4 & 5)

Mealtimes

The meal times (self service) for Saturday and Sunday are as follows:

Brunch	11.00 – 12.00
Dinner	18.00 – 19.00

The meal times for Monday and Friday are:

Breakfast	07.00 – 07.20
Lunch	11.30 – 12.30
Dinner	18.30 – 19.30

Meals are served in our Main Dining Hall located off the main lobby.

The following points relate to your first days at IMI and should be noted:

- The Duty Supervisor for the weekend can be contacted via Reception. Any academic queries can be directed to the registrar or Professor Hitchcock during the normal teaching week.
- The details of the Induction programme on Thursday 29th July and Friday 30th July are shown on the notices here. All students are required to attend sessions as scheduled here.
- The class timetables are available online at <http://myimi.imi-luzern.com> and other course information is provided on the

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notice boards near the Main Dining Hall; please make sure you read these carefully.

- Other information in relation to IMI is provided on other notice boards in reception; please note these as soon as possible.
- As from Thursday 29th July, dark business dress and white shirts/blouses plus ties for men must be worn for induction, and everyday from 08.00-15.30 in teaching weeks only. IMI ties/scarves must be worn when they have been issued.
- The course textbooks will be issued during the Induction Days. See the Induction programme for times.
- **CMHT, DMHT and HDCM** students should consult the Induction programme for obtaining the appropriate service and kitchen uniforms.
- **CMHT, DMHT, PGHM** students should consult the duties board in the foyer for details of the duty roster which begins on Monday (week 5).
- Once your ID card has been issued, you must present it when requested especially at meal times.
- All fees and deposit payments can be made in your first week at our accounts department with Mrs E Zellweger at specific office hours.
- Your parents or friends can telephone you directly in your room. Please give them the telephone number written on the phone in your room.
- If you have any questions on your induction day or first week, please approach any member of staff who will be very happy to assist you.

PRE-INDUCTION PROGRAM

If you have arrived in the days before the semester starts, there are a number of tasks you may want to undertake before induction on the 29th July 2010.

Student ID cards – ALL students

All students need an ID cards (in particular, it gives access to the Main Dining Hall and the Swiss Room restaurant). All students with **RED** ID cards will require a meal ticket available at the Main Dining Hall entrance.

Please see the induction schedule below for specific timings to collect your ID card during the induction days.

Students who arrive before may collect their ID card in advance from Mr B Prskalo in Administration.

Orientation tours – All NEW students

All new students are welcome to join one of our orientation tours which will enable you to be fully familiar with the facilities and layout at IMI. This will be followed by a questions & answer session. See separate announcements for details of scheduled tours.

INDUCTION PROGRAM

All Certificate, Diploma, Higher Diploma and Postgraduate students

Thursday 29th July 2010

Dress code: Dark business suits, white shirt/blouse and dark plain shoes,
IMI tie for men and IMI scarves for ladies (PGHM students to wear own ties).
Read the following carefully and familiarize yourself with times and classroom location
Ensure you also check the timetable on <http://myimi.imi-luzern.com>

TIME	STUDENTS/ CLASSROOM		STAFF INVOLVED
08.30 – 09.00	All students Room 2	<u>Welcome to IMI</u> Introduction to all academic and administrative faculty members	Prof. M Hitchcock All faculty
09.00 – 09.30	All students Room 2	<u>Moodle</u> PLEASE BRING A LAPTOP	Mr G Currie
09.30 – 11.30	All students	<u>Induction programme</u> <u>Student-lead activity</u> PLEASE BRING A LAPTOP	Ms C Young Mr G Currie Mr G Caldwell Mr A Frapin

LUNCH – Main Dining Hall

13.00 – 13.30	ALL Students Room 2A	<u>IT induction</u>	Mr B Prskalo
13.30 – 14.00	All CMHT, DMHT & PGHM Students Room 2A	<u>Duties</u>	Ms A Lai Mr S Leonard
13.30 – 16.30	All NEW students Library Concurrently All students Administration Concurrently	<u>Library induction</u> HD 13.30 – 14.00 CMHT 14.00 – 14.45 DMHT 14.45 – 15.00 PGHM 15.00 – 15.15 <u>ID card photograph</u>	Mr G Currie Mr B Prskalo
15.00 – 16.30	All DMHT and HD students Swiss Room	<u>Kitchen uniform Collection</u> <u>IMI ties and scarves collection</u>	Ms E Burri

WELCOME DINNER - 18.30 – Main Dining Hall

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Friday 30th July 2010

09.00 – 10.00	All CMHT students Swiss Room	<u>Service uniform Collection</u> <u>IMI ties and scarves collection</u>	Ms E Burri
10.00 – 11.30	All NEW students Room 8	<u>Swissness</u> <u>An introduction to Switzerland,</u> <u>its treasures, its food, its customs</u> <u>PLEASE NOTE THIS IS</u> <u>COMPULSORY FOR ALL</u> <u>NEW STUDENTS</u>	Mr L Ritzel

LUNCH – Main Dining Hall - **Special Swiss-themed menu and activity**

12.45 – 15.00	All students who need a bank account Room 7	<u>Crédit Suisse</u> <u>Make sure you bring a copy of</u> <u>your passport (photograph and</u> <u>signature page)</u>	Mrs E Schilling and CS team Mr A Frapin
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DINNER - 18.30 – Main Dining Hall