



Tim Menzies &lt;tim.menzies@gmail.com&gt;

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## Visitor Letter and details of your day with us on 5 July 2017

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**Bernadette Rambold** <bernadette.rambold@monash.edu>

Wed, Jun 7, 2017 at 1:56 PM

To: tim.menzies@gmail.com

Cc: Jon Whittle &lt;Jon.Whittle@monash.edu&gt;

Hello Tim

Thank you for agreeing to come to Monash University and delivering a seminar as part of the Dean's Seminar Series on 5 July 2017. It has been widely publicised this week on our Monash and Faculty web pages.

I need to prepare a letter of invitation for you with the appropriate Visa information for your entry through Australian Border Protection at the airport. I note from your website that your contact address is:

*NC State University  
Computer Science  
890 Oval Drive  
Raleigh, NC  
27695-8206  
USA*

While I will be emailing the letter to you as an attachment, I want to ensure that your address details are correct as this letter will be used to support your Visa application. Would you please confirm this with me?

We will be able to reimburse your expenses for travel, accommodation, food, and incidentals. Please keep any receipts for these expenses that you may incur. A scanned copy of the receipts to me following your trip will enable me to process this claim for you. Should you wish me to make travel and accommodation bookings for your stay, I am more than happy to do this for you. Please let me know if this is the case, and I will send you an email with the details I will need. If you would like recommendations for accommodation venues, I can also provide this detail for you.

If you would be so kind as to provide me with a scanned copy of the details page of your passport by return email, it will assist with the processing of your Visitor details.

The schedule for your visit with us is as follows:

### **Wednesday 5 July 2017**

9.00 am to 9.45 am Meeting with Prof Geoff Webb - Room 130 New Horizons

Bio: <http://monash.edu/research/explore/en/persons/geoff-webb%28ddd88f2f-9e96-4286-8d2d-04d4ea6651f7%29/cv.html?id=9044580>

10.00 to 11.00 am CAVE2 Tour with Jon Whittle - 3rd Floor New Horizons

11.00 am to 11.30 am Meeting with Jon Whittle - Office of the Dean, Room 127 New Horizons

Bio: <http://monash.edu/research/explore/en/persons/jon-whittle%281c8a1f88-74e6-4f08-a85e-d684f84bc73b%29.html>

11.30 am to 12.00 pm Meeting with Prof Sue McKemmish - Room 130 New Horizons

Bio: <http://monash.edu/research/explore/en/persons/susan-mckemmish%28d62d90cf-0851-427e-808b-157804f956a4%29.html>

12.15 pm to 1.30 pm Lunch at Monash Club with Jon Whittle, Edward Smith, Geoff Webb, Sue McKemmish, Tim Dwyer, and Maria Garcia de la Banda.

Bio Tim Dwyer: <http://monash.edu/research/explore/en/persons/tim-dwyer%28c448c132-9426-40b2-a174-1aa657ac48b8%29.html>

Ed Smith, Director, Development (Business, Engineering, Science and IT)

2.00 pm to 3.00 pm Seminar, Clayton Seminar Room G12A, 14 Rainforest Walk (Building 26)

3.15 pm to 4.00 pm Meeting with Prof Maria Garcia de la Banda - Room 130 New Horizons

Bio: <http://monash.edu/research/explore/en/persons/maria-garcia-de-la-banda%28a90aada2-0696-4377-8080-52551f2a150a%29.html>

6.30 pm Dinner with Jon Whittle (TBA depending on your accommodation location)

Should you wish any changes or additions, please let me know.

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A map of Monash University Clayton campus can be found here: <http://www.monash.edu.au/pubs/maps/3-Claytoncolour.pdf>

New Horizons, Building 82, 20 Research Way is the location of the Office of the Dean as well as your first meeting of the day. The main entrance is from Research Way, near the corner of Rainforest Walk. Cafe Saporio is located in the foyer on the ground floor.

Access to Level 1 of New Horizons is restricted. Please phone the Office of the Dean on x50511 (03 9905 0511) from the ground floor, and I will come down to meet you. There is a phone opposite the elevator on the ground floor.

Best regards and looking forward to meeting you on 5 July.  
Bernadette

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**BERNADETTE RAMBOLD**  
Executive Assistant to the Dean

Jon Whittle, Dean, Faculty of Information Technology

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*We acknowledge the Traditional Owners, and Elders past and present, of all the lands on which Monash University operates.*