



Welcome

Please take a few moments to read the following important information

Programme Dates:

Calendar: Please ensure you add the dates to your calendar – you don't want to miss any class.

Start and Finish Times: Typically, programmes run from **9:00am – 17:00** each day. Your programme timings may differ slightly, **please refer to correspondence from your programme manager for exact timings.**

Learning Environment

Classroom first: For in-person programmes, we operate a classroom first policy. If you are unable to attend in person, please contact your programme manager. In limited circumstances, we may be able to put in place alternative arrangements for you to join the class remotely, but this is not guaranteed.

Peer Network and Learning: The programme is designed to allow time and space to discuss and share ideas with other participants. You will benefit most if you are able to focus during the sessions. If possible, advise colleagues to contact you only if something is urgent and be fully present.

Canvas catalogue: If your programme requires you to use an online platform, you will use Canvas. If you are provided with a link to Canvas, please ensure you login straightaway.

IMI Dublin:

IMI: Is located on Sandyford Road, Dublin 16, D16 X8C3

By car: Free parking is available on site. As the IMI is located within a residential area, please take care when entering and exiting the grounds.

By public transport: When travelling from the city centre, the bus stop directly outside IMI is number 2832. Buses that service IMI are 44, 44B, 116, see Dublin bus website to plan your journey <https://www.dublinbus.ie/RTPI/>

The Luas green line also stops near the IMI; you can alight at either Balally or Kilmacud, which are approximately a 20-minute walk from IMI.

By Bike: A bike shed is available in front of Clonard House. Showers are available in the Residence. Please bring your own towel and toiletries.

One Electric car charging point is available in the car park (beside the residence). This operates on a first come, first served basis.

Accommodation: Our IMI Sandyford residence is currently closed. If you require accommodation, we have a corporate rate with the Clayton in Leopardstown of 155€BB for a Superior room (single occupancy) per night. You can book by contacting reservations.leopardstown@claytonhotels.com or 01 2935000.

Meals/ Refreshments: On arrival you can expect freshly brewed tea and coffee, a selection of freshly cooked pastries and a continental breakfast. For lunch we offer a choice of main courses which includes a vegetarian option. If you have a dietary preference i.e., vegan or halal, or if you have a food allergy, please let your programme manager know in advance so that the chefs are aware of it.

Classroom Ventilation: Each classroom is equipped with a CO2 detector, ensuring a constant flow through of fresh, clean air. The detectors are monitored throughout the day through our Building Management System.

Lapps Quay, Cork

Location and parking: The programme will take place at [UCC/IMI Centre for Executive Education](#) located at 1 Lapp's Quay, Cork, T12 VF82. There is no onsite parking, but there are several car parks nearby. The nearest are [Lapps Quay car park](#), [Merchants Quay car park](#), and [Q-Park City Hall](#). Other alternatives for parking are [Patricks Quay car park](#) and [Park It Here](#) also on Patricks Quay. Both are a 7- to 8-minute walk from the Centre for Executive Education.

A Designated Programme Manager will be assigned to your programme. They look after the day-to-day management and logistics of the programme and will be in touch with you **by email** in advance. **Please remember to look out for correspondence from IMI as they contain important pre-reading or instructions ahead of your first day.**

Sustainability: We are playing our part in sustainability and reducing our carbon footprint by:

- Adopting a **paperless approach** with programme materials - All the learning supports participants need will be available electronically, either through email communication or on Canvas, our online learning platform. We endeavour to make slides available in advance to help you prepare. In consultation with our facilitators, we will notify participants of any significant changes in documents uploaded to Canvas
- We no longer provide disposable cups; **ceramic cups are provided**. We encourage you to bring your own 'keep cup' and water bottle with you if you prefer.

Mask wearing is no longer mandatory in classrooms. However, if you feel more comfortable wearing a mask please do and our Associates have been advised of the same.

Other Requirements: If you have any other requirements or need for reasonable accommodations in respect of buildings, technology, curriculum, please contact your programme manager or contact us at reception@imi.ie.

We look forward to supporting your learning journey.

Please contact us at 01-2078400 or reception@imi.ie if you have any queries before your programme manager is in touch with you.