

**PLAN FOR THE MEETING OF
UNIVERSITY NETWORK FOR TROPICAL AGRICULTURE (UNTA)
THE FIFTH TIME**

1. THEME: Innovation in a Higher Education for Tropical Agriculture

2. MEETING OBJECTIVES

The 5th meeting of UNTA with the theme "*Innovation of a higher education for Tropical Agriculture*" will be held in Thai Nguyen University of Agriculture and Forestry, Vietnam. The objectives of the meeting:

- Create opportunities for members of UNTA to share experiences in higher education innovation in the fields of tropical agriculture in order to improve the quality of training of the members
- Search for opportunities to develop collaborative activities on exchange of students, faculty and research cooperation between the members

3. TIME AND PLACE

Time: Scheduled to be held in 03 days: From 01 to December 3,

Place: Administration Building - Thai Nguyen University of Agriculture and Forestry, Quyet Thang commune, Thai Nguyen city, Vietnam.

4. PARTICIPANTS

The total number of representatives expected: 120 people, including:

- Leader representative and delegates of UNTA members (23 x 2 persons = 46 persons);
- Keynote speaker: 2-3 persons;
- Thai Nguyen University of Agriculture and Forestry: **40-50 persons**
- Representative of Board of Directors and Board of International Cooperation- Thai Nguyen University: **5 persons**
- Representatives from 5 Agricultural Universities in Vietnam: **10 persons**

5. TENTATIVE SCHEDULE

- Thursday, 1st December 2016

Time	Content	Place
From 12:30	Check-in time for guests and delegates	Dong A Hotel
18:00 – 19:00	Dinner	Dong A Hotel

- Friday, 2nd December 2016

Time	Content	Place
6:00-7:00	Breakfast	Dong A Hotel
7:10-7:30	Depart from hotel to TUAF	Dong A Hotel - <i>TUAF</i>
7:30-8:10	Registration of participants Cultural Performance	Administration building
8:10-8:20	Statements of reasons Introduction to Delegates	Administration building
8:20-8:35	Opening speech of the Rector of TUAF	Administration building
8:35-8:40	Speech of Thai Nguyen University	Administration building
8:50-9:05	Speech of UNTA's chairman	Administration building
9:05-9:30	UNTA's activity report	Administration building

9:30-10:10	- Coffee break - Commemorative photograph	Administration building
10:10-11:00	Discussion: Proposal for the UNTA Network Development of TUAFF - TNU	Administration building
11:00-11:30	The first presentation Discussion	Administration building
11:30-12:00	The second presentation Discussion	Administration building
12:00-13:00	Lunch	Front Hall of Administration building
13:00-13:30	The third presentation Discussion	Administration building
13:30-14:00	The fourth presentation Discussion	Administration building
14:00-14:30	The fifth presentation Discussion	Administration building
14:30-15:00	The sixth presentation Discussion	Administration building
15:30-18:00	Thai Nguyen city tour	Thai Nguyen city
18:00-20:30	Dinner hosted by TUAFF + Cultural Performance	Thai Nguyen University of Agriculture and Forestry
20:30-21:00	Back to hotel	Dong A Hotel

- **Saturday, 3rd December 2016: Visit tour**

- **1. Tour 1: Visiting Hanoi:** There are buses for delegates to move to Hanoi, delegates are free to visit and proactively leave for the airport as privately scheduled. **(For delegates not to visit Ha Long Bay)**
- **2. Tour 2: Visiting Ha Long Bay:**

Time	Content	Place
5:00-5:55	Breakfast and check-out hotel	Dong A Hotel
6:00-10:00	Depart to Ha Long city	Ha Long Hotel
10:00-14:30	Visiting Ha Long Bay and lunch on boat	Ha Long Bay
15:00-17:00	Cooperation and exchange among University members (Someone will be moved airport at 15:00)	Meeting Hall in Ha long hotel
18:00	Dinner	Halong restaurant

- **Sunday, 4th December 2016**

- Departure

- Guest Drop-off at the airport: 7:30

6. LANGUAGE USED

The language used in the conference is English language. There will be no translation at the meeting.

7. HOTEL

- The conference will provide 01 room for 3 nights from December 1, 2016 (check-in) to December 4, 2016 (check-out) for guests who are representatives of UNTA (01 rooms for delegates from each Keynote speaker and university members).

- Note: If any delegation would like to register more than 01 rooms will pay for the expenses incurred on demand. The university will assist in booking and travel.

8. IMPLEMENTATION ORGANIZATION

1. Steering Committee

- The representative of UNTA
- The representative of Thai Nguyen University
- The representative of Thai Nguyen University of Agriculture and Forestry

2. Conference Organizing Committee

- The representative of Thai Nguyen University
- Thai Nguyen University of Agriculture and Forestry
- Units in the university