Hi [Name] and [Name],

and I will meet them at the main gates and bring them through to meet Hartwig and [Name].

Generally they come via taxi, but we can also arrange parking if they’re bringing a driver.

Best,

[Name]

---

From: [Name]@britishmuseum.org>
Sent: 22 September 2021 14:19
To: [Name]@britishmuseum.org>
Subject: RE: Follow-up | British Museum

Hi [Name],

[Name] has confirmed that all is still okay for next week, where shall I tell her for [Name] and [Name] to go on arrival? Who will meet them?

Thanks,

[Name]

---

[Name]@britishmuseum.org

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From: [Name]@britishmuseum.org>
Sent: 21 September 2021 17:09
To: [Name]@britishmuseum.org>
Subject: Re: Follow-up | British Museum

Hi [Name],

Yes, Directorate meeting room sounds good, thank you.

I have not yet confirmed with [Name], so that would be helpful if you could do so as well.
Hi [Name],

I have issued that invite for the briefing meeting. In terms of coffee I think it will be best to have this set up in the Directorate meeting room – I can book the room in our department calendar if you are happy?

Have you been in contact with [Name] again to confirm all is still okay for next week? I am happy to do so and copy you in but don’t want to double over if you already have.

Many thanks

[Name]

---

From: [Name]@britishmuseum.org
Sent: 21 September 2021 16:35
To: [Name]@britishmuseum.org
Subject: RE: Follow-up | British Museum

Thank you [Name] yes that works for us.

Best

[Name]

---

From: [Name]@britishmuseum.org
Sent: 21 September 2021 14:55
To: [Name]@britishmuseum.org
Subject: Re: Follow-up | British Museum

Hi [Name],

How about 10am on 28th Sept?

Many thanks

[Name]
Hi [Name],

Hope you're well. I was just wondering if it would be possible to book in the briefing for this meeting early next week?

Many thanks

---

Hi [Name],

We are just finalising details, but the plan is for Hartwig and [Name] to take them on a short tour of the Museum in the first hour to show them significant points for their discussions and then to sit down around 3pm for coffee. Perhaps we could arrange the coffee for Hartwig's office? The Events team are arranging catering with Benugo, but if it is OK to hold it in Hartwig's office at that time, that would be great. If not, we can find another suitable space.

Would it be possible to book a half hour briefing with Hartwig on either the 27th or 28th? It would be attended by [Name], [Name], [Name] and me.

Many thanks

---

From: [Name]@britishmuseum.org
Sent: 14 September 2021 15:26
To: [Name]@britishmuseum.org
Subject: RE: Follow-up | British Museum
Hi [Name]

Just wondered if you had any further information on this yet, and if you needed me to help with anything?

Best

[Name]

Subject: Re: Follow-up | British Museum

Hi [Name]

Thank you for checking on this. We are looking at the agenda for this meeting on Monday, so will make final decisions on location etc. then. I will update you when all is finalised.

Thanks again,

[Name]

Subject: RE: Follow-up | British Museum

Hi [Name]

Hope all is well.

Was just going through Hartwig’s diary and seen that the visit with [Name] and [Name] is a few weeks away. I wanted to check in that this was being organised by you i.e. room booking, catering etc. Or whether I should be thinking about this?

Best

[Name]

The security classification for this message is OFFICIAL.
From: [Redacted]
Sent: 14 July 2021 11:11
To: [Redacted]@britishmuseum.org
Subject: Re: Follow-up | British Museum

Thank you [Redacted]. Please could you include [Redacted] in your invitation.

I will hold it in [Redacted] and my diaries so that we are on hand for logistics.

Best

From: [Redacted]@britishmuseum.org
Sent: 14 July 2021 11:00
To: [Redacted]@britishmuseum.org
Subject: FW: Follow-up | British Museum

Hi [Redacted]

Who should I include from your side on the invite?

Thanks

[Redacted]

[Redacted]@britishmuseum.org

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Please see our privacy policy for more details about how we use your personal data and about your rights or contact the Museum’s Data Protection Officer at info@britishmuseum.org, telephone 020 7323 8000.

From: [Redacted]@bp.com
Sent: 14 July 2021 10:39
To: [Redacted]@britishmuseum.org
Subject: RE: Follow-up | British Museum

Hi [Redacted]

That’s very kind of you – thank you. Please send it to [Redacted]@bp.com and [Redacted]@uk.bp.com

Kind regards
Hi,

Of course, I can send a diary invite, should I just sent it to you?

Many thanks

[Redacted]

The security classification for this message is OFFICIAL.

Please see our privacy policy for more details about how we use your personal data and about your rights or contact the Museum’s Data Protection Officer at info@britishmuseum.org, telephone 020 7323 8000.

Hi,

Yes, that looks good for [Redacted] and [Redacted]. Will you send a meeting request to get it in the diaries?

Kind regards

[Redacted]
Hi [Name],

Please could we go with Weds 29th Sept 2pm-4pm?

Many thanks

[Name]

---

Hi [Name],

Good to hear back from you.

How about:

[Name]

Weds 29 Sept, pm

Kind regards

[Name]
Hi [Name],

Thank you for getting back to me. I have just had a diary meeting with [Name], and think it would better more enjoyable if we aimed for a date in September.

Kind regards,

[Name]
Hi,

I hope you are well.

Thank you very much for your email and highlighting the tight schedules. Ideally, we would like to welcome [... and [...] to the Museum for two hours to allow for a tour of the Nero exhibition and some time to continue their conversations with Hartwig and [...]. If that is not possible, then I'm sure we can adapt that to an hour if necessary.

[...] and I are just looking at diaries on our side and will revert back shortly.

Best wishes,

Hi,

Thanks for taking on the challenge of finding a date for the visit! I know how tight schedules can get with the summer holidays. [...] (cc'd) and [...] from the Museum side will best placed to advise on the logistics.

Thanks again and best wishes,
Both and are very much looking forward to a visit to the Museum. However, diaries are getting rather stretched with the pre-holiday season scramble! Are you able to tell me how long the visit will take?

Kind regards

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From: @britishmuseum.org>
Sent: 29 June 2021 09:56
To: @uk.bp.com>; @bp.com>
Cc: Hartwig Fischer@uk.bp.com>
Subject: RE: Follow-up | British Museum

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To echo Hartwig, it was great to connect yesterday. We’re looking forward to getting a date in the diary for you to come to the Museum soon to see Nero and to continuing conversations over the coming months.

Many thanks,

---

The British Museum
Great Russell Street, London WC1B 3DG
britishmuseum.org

The security classification for this message is SENSITIVE

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From: Hartwig Fischer
Sent: Tuesday, June 29, 2021 9:06 AM
To: @uk.bp.com; @bp.com>
Dear [name]

It was a pleasure to speak to you both yesterday. I much look forward to working together over the coming months on the bp-supported exhibition *Stonehenge* and to continuing discussions around our long-standing partnership.

The team here will be in contact shortly to arrange a time for us to welcome you to the Museum soon.

With best wishes
Hartwig