SAMPLE ITINERARY

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 **VISITOR NAME**

VISIT DATES

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Time Event Location Host

Thur DATE 4:11 p Arrive XXX Airport, USAirways Flight # 0000

 Pickup pre-arranged Hertz rental car at airport, confirmation #

 Drive to Wmbg. (or take shuttle, or faculty member meet and pick-up)

 Check-in at hotel, Hotel Name, Hotel Full Address (for GPS purposes)

 Hotel Phone#, Hotel confirmation # 0000000.

 6:00 p Dinner (meet at hotel lobby) Host Name 757-456-7890

Fri DATE 8:00 a Breakfast (meet at hotel lobby) Host Name 757-345-6789

 9:00 Meet with Dean Bldg/rm Ewell Dean Name

 9:35 Pick up from Dean’s meeting Escort Name

 10:00 Meet with Graduate Students Bldg/rm

 11:00 Meet with Dept Chair/Dir Bldg/rm Chair/Dir name

 12:00 Meet with Dept Faculty Bldg/rm All Faculty

 1:00 Lunch Host Name

 2:00 Tour Dept Facilities/labs Tour Host Name

 3:00 Prepare for Talk/Presentation Bldg/rm Admin or Host guidance

 3:30 Talk/Presentation Bldg/rm All

 (Title: if known)

 4:30 Reception Bldg/rm All

 5:00 Chair/Dir follow-up meeting Bldg/rm Chair/Dir name

 6:00 Dinner Host Name

Sat DATE 8:30a Note arrangements for candidate’s return to airport, include any relevant details

 to return to Airport for 00:00a flight #0000.