**Itinerary for <GUEST NAME>**

**<EVENT DATES>**

**Host**

<HOST NAME> <HOST TITLE>

<HOST PHONE NUMBER>

<FIRST DAY DATE>

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| 8:30 a.m. | <INSERT TRAVEL DETAILS IF APPLICABLE> i.e. Flight departs Ottawa MacDonald-Cartier International Airport (YOW) | *Flight: <FLIGHT NUMBER>* |
| 10:05 a.m. | Flight arrives at London International Airport (YXU) |  |
| 10:30 a.m. | Check into <HOTEL NAME> | <HOTEL NAME>  *Confirmation #:  <NUMBER>* |
| 12:00 p.m. | Arrive at the Ivey Business School  <HOST> will greet you at the North entrance | 1255 Western Road  London, ON N6G 0N1 |
| 12:00 p.m. – 12:30 p.m. | Tour of Ivey Business School building with <HOST> |  |
| 12:30 p.m. – 1:30 p.m. | Lunch with <HOST> | Ivey Eatery |
| 1:30 p.m. – 3:00 p.m. | Meeting with <NAME>  Meeting Room <ROOM NUMBER> |  |
| 3:00 p.m. – 3:30 p.m. | Free time |  |
| 3:30 p.m. – 4:30 p.m. | Meeting with <NAME>  Meeting Room <ROOM NUMBER> |  |
| 6:30 p.m. | Dinner with <NAME> at <RESTAURANT NAME>  Reservation under <RESERVATION NAME>  Within walking distance from hotel, or call Checker Limousine: 519.659.0400 | <RESTAURANT ADDRESS> |

<SECOND DAY DATE>

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| --- | --- | --- |
| 8:00 a.m. | Check out of hotel |  |
| 8:30 a.m. | Arrive at the Ivey Business School  <HOST> will greet you at the North entrance. | 1255 Western Road  London, ON N6G 0N1 |
| 9:00 a.m. – 9:15 a.m. | A/V test for presentation  BMO Auditorium  <HOST> will accompany you |  |
| 9:30 a.m. – 11:00 a.m. | Presentation and Q&A with <AUDIENCE>  BMO Auditorium |  |
| 11:00 a.m. – 12:00 p.m. | Meeting with <NAME> |  |
| 12:00 p.m. – 1:30 p.m. | Lunch with <HOST> at <LOCATION, i.e. The Wave>  <HOST> will walk with you to and from restaurant | <LOCATION> |
| 2:00 p.m. – 3:00 p.m. | Meeting with <NAME>  Meeting Room <ROOM NUMBER> |  |
| 3:15 p.m. | Depart for London International Airport (YXU)  Checker Limousine: 519.659.0400 |  |
| 5:00 p.m. | Flight departs London International Airport (YXU) for <FINAL DESTINATION> | *Flight: <FLIGHT NUMBER>* |
| 7:00 p.m. | Flight arrives at <FINAL DESTINATION> |  |

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| **Contact Information** | |
| <HOST NAME>  <HOST TITLE> | <HOST PHONE NUMBER> |
| <SECONDARY HOST NAME>  <SECONDARY HOST TITLE> | <SECONDARY HOST PHONE NUMBER> |
| London Cab Company – Checker Limousine | 519.659.0400 |
| <HOTEL NAME>  <HOTEL ADDRESS>  <CONFIRMATION #> | <HOTEL PHONE NUMBER> |