|  |  |  |
| --- | --- | --- |
| **Schedule for:**  **[Speaker’s Name]**  **Arrival Information:** [Date, Time, Flight #]  **Departure Information:** [Date, Time, Flight #]  **Room Confirmation:** [Hotel Name, Phone Number, Confirmation] | | |
| **Agenda** | **Phone #** | **Location/Room#** |
| ***Monday, [DATE]*** | | |
| **Arrival:** Pick up by [Faculty or Taxi] at [Time]  **6:00:** Dinner with [Faculty] |  |  |
| ***Tuesday, [DATE]*** | | |
| **8:30:** Breakfast with [Faculty] |  |  |
| **10:00:** |  |  |
| **10:45:** |  |  |
| **11:30** |  |  |
| **12:15:** Lunch w/ Grad Students | 994.2902 | **Catered in the Cotner-Morris Conference Room (Lewis Hall Room #110)** |
| **1:15:** |  |  |
| **2:00:** |  |  |
| **2:45:** |  |  |
| **4:00: Seminar** – [Title] |  | Byker Auditorium |
| **6:00:** Dinner with [Faculty] |  |  |
| ***Wednesday, [DATE] (If Applicable)*** | | |
| **Departure:** Brought to airport by [Faculty or Taxi] at [Time] |  |  |
| **Important phone numbers:**  Faculty Host Name, 406.  MBI Office 406.994.2902 | | |