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| **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 |