



Name of Seminar Series

Insert Speaker's Name

[Click here to enter a date.](#)

Day 1

Type day of week and date of appointments

Arrive	12:52 PM flight arrives at National Airport	XXXX will take Dr. XXXX to	301-XXX-XXXX
4:00 – 4:30	Link to personal webpage of host	Location of meeting	301-XXX-XXXX
4:30 – 5:00	Link to personal webpage of host	Location of meeting	301-XXX-XXXX
5:00	Depart for dinner	Location of dinner	301-XXX-XXXX

Day 2

Type day of week and date of appointments

Time	Event	Location	Contact Information
~ 9:00	Meet Dr. XXXXX in lobby		
10:00 – 11:00	Seminar	Location of Seminar	
11:30 – 1:00	Lunch List participants	Location of lunch	301-XXX-XXXX
1:00 – 1:30	Link to personal webpage of host	Location of meeting	301-XXX-XXXX
1:30 – 3:30	Break	Location of temp office	
3:30 – 4:00	Link to personal webpage of host	Location of meeting	301-XXX-XXXX
4:00 -	Dinner with XXXXX	Location of dinner	
7:00 p.m.	Depart for airport from dinner location. Flight departs at 10:10 p.m.		