Sunday, October 9

ARRIVAL
Airport transfer information and contact
Local accommodation
Street address
Telephone Number +1 (xxx) xxx-xxxx
Reservation Number, if available

Monday, October 10

9:00 am - 11:30 am

MEETING TITLE
JMU Participants [name, title]
Location

11:30 am – 12:00 pm

BREAK

12:00 – 1:00 pm

LUNCH
JMU Participants [name, title]
Location

1:15 – 2:30 pm

MEETING TITLE
JMU Participants [name, title]

Etc.

Location

7:30 pm

DINNER
JMU Participants [name, title]
Location

Tuesday, October 11

9:00 am

MEETING TITLE
JMU Participants [name, title]

Etc.

Location

Wednesday, October 12

9:00 am

MEETING TITLE
JMU Participants [name, title]

Etc.

Location

Thursday, October 13

11:00 am

DEPARTURE
Airport transfer information and contact

Visitors

Name
Title
Department/Institution
Email Address
Brief biographical sketch, if available

Name
Title
Department/Institution
Email Address
Brief biographical sketch, if available

JMU Participants

Name
Title
Department
Email Address
Brief biographical sketch, if available

Name
Title
Department
Email Address
Brief biographical sketch, if available

Contacts

Name of Host Department Coordinator/Contact person
Title
Telephone [WhatsApp or Viber app can be helpful for international visitors]
Email Address

Optional: List local taxi services, on campus Wi-Fi access, walking distance restaurants, important addresses, whom to contact if arrival flight is cancelled or delayed, etc.