

## Dr. Visiting Professor

Visit: (start date of visit) – (end date of visit)

### ITINERARY

Monday, ??	
5:00 pm	Flight AC1234 leaving Boston at 1:40 pm arriving Toronto 2:39 pm Flight AC5678 leaving Toronto at 4:20 pm arriving London 5:02 pm Limosine to meet flight and escort to hotel ( <i>limosine confirmation #12345678</i> ) Hotel Z ( <i>confirmation # 355873</i> )
6:30 pm	Dr. Consultant to pick up and escort Dr. Visiting Professor to the restaurant
7:00 pm	Presentation with members of the Division of ?? at “The Restaurant” (address of restaurant) Presentation Title: “ <i>Talking the Talk</i> ”
8:00 pm	Dinner at “The Restaurant”, 444 King St., London
Tuesday, ??	
6:15 am	Limosine to pick up Dr. Visiting Professor at hotel for drop off at the main hospital entrance ( <i>limosine confirmation #12345678</i> )
6:45 -7:45 am	Grand Rounds Presentation: “ <i>Walking the Walk</i> ” Smith Auditorium, London Hospital (Once inside the main entrance, take the staircase immediately in front and the auditorium is at the top of the stairs on the right)
8:00-10:00 am	Resident teaching: Smith Auditorium, London Hospital
10:15 am	Limosine ( <i>confirmation #33333333</i> ) to pick up Dr. Visiting Professor at the main hospital entrance of London Hospital for return to the hotel
11:30 am	Limosine ( <i>confirmation #2222222</i> ) to pick up at the hotel for the London International Airport
	Flight AC7777 leaving London at 1:05 pm arriving Toronto 1:45 pm Flight AC8888 leaving Toronto at 4:30 pm arriving Boston 5:23 pm

Hotel Information:	Hotel name, 222 Address Street London, ON Phone 519 – 666 – 4444
Limosine:	519 – 222 – 3333
Phone # (Program Administrator):	519 – 222 – 6000 ext. 88888
Cell # Dr. Visiting Professor:	662 – 555 – 6666
Cell # Chair/Chief or Program Director:	519 – 222 - 7777