# horizontal line**Event Travel Itinerary**

## **Traveler Information**

* **Name:** [Full Name]
* **Event Role:** [Speaker/Attendee/Volunteer/Other]
* **Contact Information:** [Phone Number, Email Address]

## **Event Overview**

* **Event Name:** [Event Title]
* **Event Dates:** [Start Date - End Date]
* **Event Location:** [Venue Name, Address]
* **Event Organizer Contact:** [Name, Phone Number]

## **Travel Details**

* **Airline:** [Airline Name]
* **Flight Number:** [Flight Number]
* **Departure Date & Time:** [Date, Time]
* **Departure Airport:** [Airport Name, City]
* **Arrival Airport:** [Airport Name, City]
* **Duration:** [Flight Duration]

## **Accommodation Details**

* **Hotel Name:** [Hotel Name]
* **Address:** [Full Address]
* **Check-in Date & Time:** [Date, Time]
* **Check-out Date & Time:** [Date, Time]
* **Contact Number:** [Hotel Phone Number]
* **Reservation Number:** [Confirmation/Reservation Number]

## **Event Schedule**

### **Day 1: [Date]**

* **Morning:** [Opening Ceremony, Check-In Time]
* **Afternoon:** [Keynote Speaker, Workshop Name]
* **Evening:** [Networking Event]

### **Day 2: [Date]**

* **Morning:** [Session Name/Topic]
* **Afternoon:** [Lunch, Free Time]
* **Evening:** [Dinner/Event Activity]

*(Repeat as necessary for event days)*

## **Important Notes**

* **Event Pass/Badge Details:** [Include pickup details]
* **Speaker Checklist:** [For speakers, include materials, time slots, etc.]
* **Dress Code:** [Formal/Casual]