

Day 1 • Travel & check-in

MORNING

Where / map	Travel time
Open – close	Cost
Priority	

AFTERNOON

Where / map	Travel time
Open – close	Cost
Priority	

EVENING

Where / map	Travel time
Open – close	Cost
Priority	

BUFFER / HOTEL BREAK

NOTES

Day 2 • Meetings / conference day

MORNING

Where / map	Travel time
Open – close	Cost
Priority	

AFTERNOON

Where / map	Travel time
Open – close	Cost
Priority	

EVENING

Where / map	Travel time
Open – close	Cost
Priority	

BUFFER / HOTEL BREAK

NOTES

Day 3 • Wrap-up & departure

MORNING

Where / map	Travel time
Open – close	Cost
Priority	

AFTERNOON

Where / map	Travel time
Open – close	Cost
Priority	

EVENING

Where / map	Travel time
Open – close	Cost
Priority	

BUFFER / HOTEL BREAK

NOTES