

## Activity | # 2 | Writing an Itinerary

### Business English II

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Ingeniería en Desarrollo de  
Software



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## Development

<b>Time</b>	<b>Location</b>	<b>Activities</b>
<b>08:00 – 09:00</b>	<b>My Place</b>	<b>Registration and welcome</b>
<b>09:30 – 11:00</b>	<b>Conference Room</b>	<b>Opening meeting</b>
<b>11:15 – 13:00</b>	<b>Business Auditorium</b>	<b>Project presentation</b>
<b>13:00 – 14:30</b>	<b>My Place Restaurant</b>	<b>Working lunch</b>
<b>10:30 – 12:30</b>	<b>Creative Room</b>	<b>Innovation session</b>
<b>13:00 – 14:30</b>	<b>My Place Restaurant</b>	<b>Lunch</b>
<b>17:30 – 19:00</b>	<b>light room</b>	<b>Team-building activity</b>
<b>09:00 – 11:00</b>	<b>Executive Room</b>	<b>Results presentation</b>
<b>11:30 – 13:00</b>	<b>Auditori My Place</b>	<b>Closing and awards ceremony</b>
<b>13:30 – 15:00</b>	<b>My Place Restaurant</b>	<b>Farewell lunch</b>
<b>15:30 en adelante</b>	<b>International Airport</b>	<b>Transfer</b>

## **Summary**

**An itinerary is a detailed plan or schedule that outlines all the elements of a trip or journey. It includes information such as dates, destinations, modes of transportation, estimated travel times, and details about accommodations. For business trips, an itinerary may also cover meetings, conferences, or events, specifying the time, location, and contact persons for each business engagement.**

**The primary function of an itinerary is to serve as a roadmap for travelers, ensuring they have a clear understanding of their travel schedule. It acts as a tool for managing time effectively, allocating resources appropriately, and synchronizing travel plans with business activities. Itineraries also help streamline travel arrangements and can be crucial for adjustments in the event of unexpected changes or delays.**

**An effective itinerary requires careful consideration of the traveler's schedule and logistical needs. It involves selecting optimal flight routes, arranging suitable accommodations, and timing commitments in a way that.**

### **Reference:**

***What is Itinerary?* (s. f.). Navan. <https://navan.com/resources/glossary/what-is-itinerary>**