Activity | # 2| Writing an Itinerary

Business English II

Ingeniería en Desarrollo de Software

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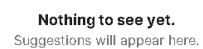
- Cover page

- Development: Itinerario

Development

Time	Location	Activities
08:00 – 09:00	My Place	Registration and welcome
09:30 – 11:00	Conference Room	Opening meeting
11:15 – 13:00	Corporate auditorium	Project presentation
13:00 – 14:30	My Place Restaurant	Working lunch
10:30 – 12:30	Light room	Innovation session
13:00 – 14:30	My Place Restaurant	Lunch
17:30 – 19:00	light room	Team-building activity
09:00 – 11:00	Corporate auditorium	Results presentation
11:30 – 13:00	Auditori My Place	Closing and awards ceremony
13:30 – 15:00	My Place Restaurant	Farewell lunch
15:30	International Airport	Transfer

Goals | 100 Overall score

My Place
Registration and welcome

Conference Room
Opening meeting

Corporate auditorium
Project presentation

My Place Restaurant
Working lunch

Light room
Innovation session

My Place Restaurant
Lunch

light room
Team-building activity

Nothing to see yet.
Suggestions will appear here.

Check for plagiarism and AI text

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My Place Restaurant
Lunch

light room
Team-building activity

Corporate auditorium
Results presentation

Auditori My Place
Closing and awards ceremony

My Place Restaurant
Farewell lunch

International Airport
Transfer

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