





Activity | # 2| Writing an Itinerary

Business English II

Ingeniería en Desarrollo de Software



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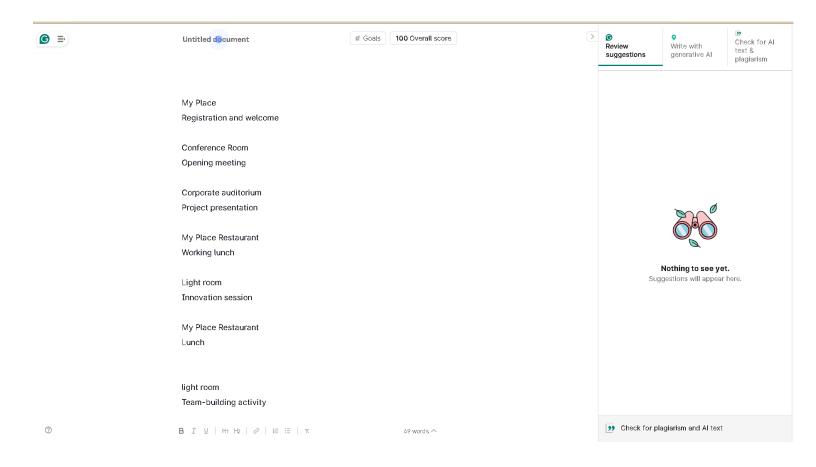
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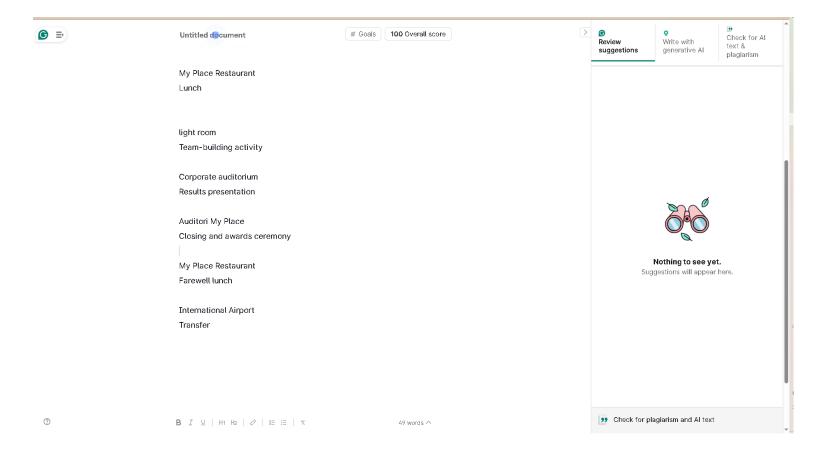
Development			•
Development	 	 	

- 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	





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

Link Github:

https://github.com/casandraortiz31/Actividad ARS/blob/9a0e455550e333300be56edc43e9f cc5b45007ab/Casandra%20Ortiz A2 BE2.pdf