



Actividad | #2 |

Writing an Itinerary

Ingles Para Los Negocios II

Ingeniería en Desarrollo de Software



academi**ag**lobal

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Introduction

A travel itinerary is of key importance, as it not only organizes the activities of a trip but also optimizes the time and resources available. For professionals, a business travel itinerary is essential for coordinating meetings, client visits, conferences, corporate events, and any other relevant activities during the trip. A well-designed itinerary ensures that all tasks are completed efficiently, avoiding setbacks and maximizing opportunities for networking and business growth. In addition, a business itinerary can also include logistical aspects such as transportation, accommodation, and break times, allowing the traveler to maintain an appropriate balance between productivity and well-being. A corporate travel itinerary not only facilitates planning but also contributes to strategic decision-making and the achievement of business objectives.

Description

Creating an itinerary is a very important aspect of a successful business trip so that all the activities are adequately assembled. An itinerary usually has information such as the hotel name or address of the place you will stay in, the reservation numbers, the meeting times

and places, and any other important arrangements like meals.

For this activity a travel itinerary will be made, describing the aspects that will be taken in the trip so that everything is a success, the document will have a cover, an index, an introduction, and a development in which the itinerary will go which I attach the image where I show that Grammarly was used to carry out this activity, it will also have its respective conclusion and its references if in any case there are any.

Justification

A business travel itinerary lies in its ability to optimize both resources and the time of professionals. In the business world, where every minute counts, a well-structured itinerary ensures that key activities, such as meetings, negotiations, and events, are carried out in a timely and efficient manner, avoiding wasted time and possible delays. It also makes it possible to anticipate in advance any logistical challenges, such as managing transportation and accommodation, which contributes to a smooth trip. An itinerary also facilitates strategic decision-making by providing a clear view of the business opportunities at each destination, allowing you to maximize the impact of each interaction.

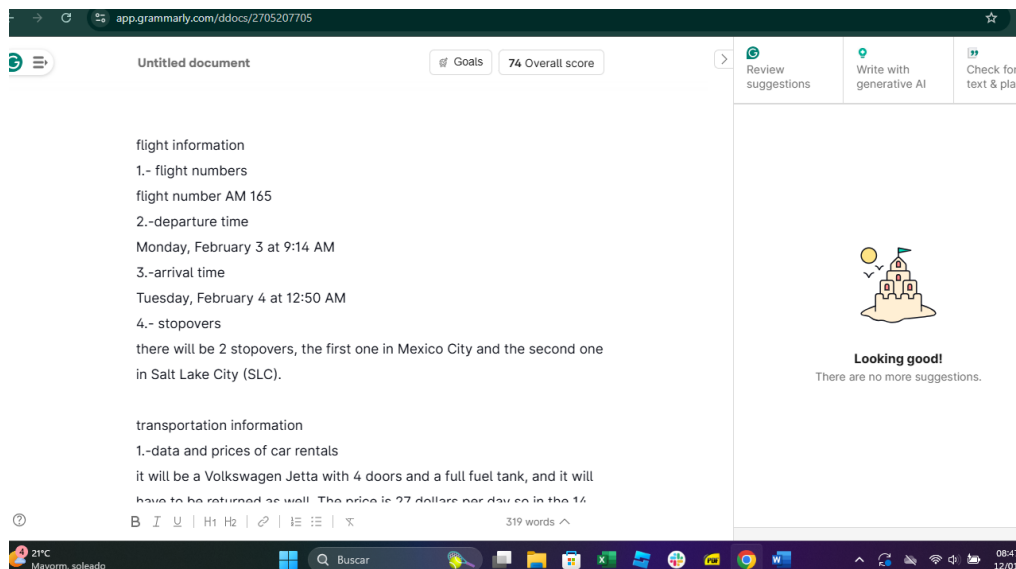
Development

Itinerary

The following is the travel itinerary.

- flight information
 - 1.- flight numbers
flight number AM 165
 - 2.-departure time
Monday, February 3 at 9:14 AM
 - 3.-arrival time
Tuesday, February 4 at 12:50 AM
 - 4.- stopovers

- there will be 2 stopovers, the first one in Mexico City and the second one in Salt Lake City (SLC).
- transportation information
 - 1.-data and prices of car rentals
it will be a Volkswagen Jetta with 4 doors and a full fuel tank, and it will have to be returned as well. The price is 27 dollars per day so in the 14 days it will be a price of \$651.70 with taxes included.
 - 2.-travel locations
we will visit the Microsoft Inc. conference and then technological events in the same city.
 - 3.-transfers
the transfers will be made by rented car.
 - accommodation information
 - 1.-hotel information
lodging at the Hilton Garden Inn hotel. Hotel 1.1 km from downtown, has very good references, has gym and outdoor terrace, locally sourced cuisine, and family suites, has free Wi-Fi and air conditioning and parking.
 - 2.-reservation information
arrival at the hotel on Tuesday, February 4, 2025, at 1:00 AM, departure will be on Monday, February 17, 2025, the price is 3862 dollars will be 1 room for 1 guest.
 - travel information
 - 1.-daily activities
we will start by checking in at the hotel on the day of arrival, then 1 day of the trip will be spent. On Wednesday, February 5th we will leave for the conference scheduled for that day, we will arrive back at the hotel at 5:00 p.m. after the conference is over. On Thursday, February 6th we will rest at the hotel and go for a walk near the hotel to get to know the place better, on Friday, February 7th we will have the next conference which will end in the afternoon. On Monday we will go to the Microsoft video center, and on Tuesday we will go back to meet again at the conference.



Grammarly was used for this activity and is attached as an appendix

Conclusión

A business travel itinerary is not only an organizational tool but a key to efficiency and success. It maximizes time, optimizes resources, and ensures that each activity or meeting goes according to plan. Proper planning not only facilitates travel logistics but also boosts productivity and strengthens business relationships. In an increasingly competitive business environment, having a well-structured itinerary can make the difference between a successful business trip and one full of setbacks. Professionals must recognize the importance of this resource and use it as a strategy to achieve their business objectives more effectively.

References

DeepL Translate - El mejor traductor del mundo. (s. f.). <https://www.deepl.com/es/translator>

Grammarly: free AI writing assistance. (s. f.). <https://app.grammarly.com/ddocs/2705207705>

Hoteles, vuelos y paquetes de viaje todo incluido / Expedia.com. (s. f.). Expedia.com.

<https://www.expedia.com/es/>