

## Business Trip Itinerary for Emily Johnson

Destination: New York City, NY ■ Duration: 3 Days ■ Purpose: Attend a meeting representing GreenWave

### Day 1: Arrival and Preparation

Morning: Travel to New York City

Flight: Ensure your flight arrives in NYC by late morning to allow ample time for check-in and preparation.

Transportation to Hotel:

Option 1: Taxi or Ride-Sharing Services (Uber/Lyft) – Convenient door-to-door service.

Option 2: Public Transportation – Utilize the AirTrain and subway for a cost-effective alternative.

Accommodation Suggestions:

Option 1: The Westin New York at Times Square

Location: Central Midtown, close to major business districts and transportation hubs.

Amenities: Business center, high-speed Wi-Fi, meeting rooms, fitness center.

Option 2: Marriott Marquis Times Square

Location: Heart of Times Square, ideal for networking and dining.

Amenities: Extensive business facilities, multiple dining options, rooftop bar.

Afternoon: Check-In and Preparation

Check-In: Settle into your accommodation and familiarize yourself with the hotel's amenities.

Meeting Preparation:

Review your presentation and meeting agenda.

Ensure all necessary documents and materials are organized.

Test any electronic devices (laptop, projector) you will use during the meeting.

Lunch:

Option 1: Hotel Restaurant – Convenient and professional setting.

Option 2: Nearby Café: Bluestone Lane Coffee for a light and quick meal.

Evening: Networking Dinner

Dinner Options:

The Capital Grille: Upscale steakhouse, perfect for business dinners.

Carmine's Italian Restaurant: Family-style Italian meals, great for a relaxed networking environment.

Activity: Engage in informal discussions with potential partners or colleagues to build rapport.

Night: Early Rest

Tip: Get a good night's sleep to ensure you are well-rested for the busy days ahead.

### Day 2: Meetings and Business Activities

Morning: Key Business Meeting

Breakfast: At the hotel or a nearby café like Bouchon Bakery.

Travel to Meeting Venue: Ensure you arrive at least 15 minutes early.

Meeting Agenda:

Introduction to GreenWave: Overview of the company's mission, vision, and current projects.

Presentation: Detailed presentation on key initiatives and proposals.

Discussion: Explore potential collaborations and partnerships.

Q&A Session: Address any questions or concerns from the attendees.

Afternoon: Follow-Up Meetings or Site Visits

Lunch:

Option 1: Del Frisco's Grille – Ideal for business lunches.

Option 2: The Smith – American cuisine, great for a relaxed meal.

Additional Meetings: Schedule any follow-up discussions or site visits as needed.

Alternative Activity: Attend a seminar or workshop relevant to GreenWave's industry.

Evening: Dinner and Networking

Dinner Options:

Le Bernardin: High-end dining experience (reservation required).

Eataly NYC Flatiron: Variety of Italian cuisines in a vibrant setting.

Optional Activity: Attend a Broadway show for relaxation or visit a local lounge/bar for informal networking.

Day 3: Wrap-Up and Departure

Morning: Final Meetings and Wrap-Up

Breakfast: At the hotel or a nearby spot like Bluestone Lane Coffee.

Wrap-Up Meeting:

Summarize the outcomes of the previous day's meetings.

Discuss next steps and action items.

Exchange contact information and establish follow-up plans.

Final Networking: Engage with any remaining contacts or attend a quick networking event.

Afternoon: Leisure and Departure Preparation

Lunch:

Option 1: Shake Shack – Quick and quality meal.

Option 2: The Smith – If not used on Day 2, another option for a business-friendly environment.

Last-Minute Sightseeing (if time permits):

Central Park: Take a brief stroll or enjoy a quick visit to a key landmark.

The High Line: An elevated park offering unique views of the city.

Hotel Checkout: Ensure all expenses are settled and belongings are packed.

Evening: Travel Back Home

Transportation to Airport:

Option 1: Taxi or Ride-Sharing Services (Uber/Lyft)

Option 2: Public Transportation – AirTrain and subway for a cost-effective option.

Departure: Board your flight home, ensuring you have ample time for check-in and security procedures.