

Conf - Travel Planner

Agenda

	A	B	C	D	E	F	G
1	<h1>Trip Title</h1>						
2							
3	<u>Travelers</u>		<u>Dates</u>		<u>Destination</u>		
4	Person 1		9/5 - 9/8		Newark, NJ		
5	Person 2						
6							
7							
8							
9	9/5	Airline and flight #				Seattle to N	
10	WED	Depart	Airport	Confirmation	Notes		
11		7:10 AM	SEA	ABC123	Nonstop flight; 6 hrs		
12							
13		Arrive					
14		3:55 PM	JFK				
15							
16							
17		Hotel name			123 Hotel Way, Anytown, NY 123		
18		Check-in	Nights	Confirmation	Notes		
19		5:00 PM	3	123ABC			

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9/6

Conference agenda

123 Conference Center, Anytown, NY 123

THU

Time	Label	Notes
10:00 AM	Talk #1	
1:00 PM	Talk #2	
4:00 PM	Talk #3	

9/7

Tourist day

FRI

Time	Label	Notes
9:30 AM	Empire State Building	
	350 5th Ave.	
12:00 PM	Lunch at Cafe	
	123 Cafe St.	
2:00 PM	Explore Central Park	<i>Visit the zoo</i>

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9/8

SAT

Hotel name

123 Hotel Way, Anytown, NY 123

Check-out

Notes

9:00 AM

Ask for late checkout

Airline and flight #

NYC to Seat

Depart

Airport

Confirmation

Notes

10:30 AM

JFK

ABC123

1 hr layover

Layover

1:40 PM

SFO

2:20 PM

Arrive

4:15 PM

SEA

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