

Business Meeting Travel Agenda Template

Meeting Details

Meeting Title: _____

Date: _____

Location: _____

Organizer: _____

Travel Itinerary

Date	Time	Departure	Arrival	Transport	Notes
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Meeting Agenda

Time	Topic	Presenter	Notes
_____	_____	_____	_____
_____	_____	_____	_____

Accommodation

Hotel Name: _____

Address: _____

Check-In: _____

Check-Out: _____

Reservation Number: _____

Additional Notes
