

# 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

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