Travel Itinerary: Managing Director

Industry conference, Abuja · Wed 9 to Fri 11 September · Prepared by Akanji Tolulope (EA). Sample document: the people, times and bookings are fictional and for portfolio use.

Traveller	Purpose	Contact on trip	Confirmations
Managing Director	Keynote attendance and two partner meetings	Mobile (MD) · EA on WhatsApp, 8am to 8pm	Flights and hotel confirmed (references held by EA)

Day 1 · Wednesday

Time	Activity	Details
06:00	Car pickup from home	Driver confirmed the evening before
08:30	Flight Lagos to Abuja	Airline and booking reference in the booking folder. Check-in opens 3 hours before.
10:00	Arrive Abuja, transfer to hotel	Driver holding a name board at arrivals
12:00	Hotel check-in, lunch	Early check-in requested
15:00	Conference registration	Badge collection, Hall B
19:00	Welcome dinner	Smart casual. Seating card under the MD's name

Day 2 · Thursday

Time	Activity	Details
08:30	Breakfast meeting, Partner A	Hotel restaurant. One-page brief in the MD's folder
10:00	Keynote session	Main hall. Reserved seat, front section
13:00	Lunch and networking	No fixed agenda
15:00	Meeting with Partner B	Hotel lounge. Talking points attached
18:30	Free evening	Dinner reservation held for 4 people, adjustable

Day 3 · Friday

Time	Activity	Details
09:00	Checkout, luggage to car	Invoice sent to Finance
10:00	Closing panel (optional)	MD to confirm attendance by Thursday night
14:30	Transfer to airport	Allow 90 minutes for traffic
17:00	Flight Abuja to Lagos	Evening arrival, car pickup arranged

Notes for the MD

- Meeting briefs, the conference programme and booking confirmations are in one shared folder.
- Costs are logged against Travel and Conferences in the Q3 budget tracker.
- If a flight changes, the EA rebooks and sends an update the same hour.