

Monday 14th November 2011 – London to Dallas (-6 hours time difference)

ESTA: **R988718TT652W9HF – updated**

CAR: **0730**
Pick up from home:

Bill Smith – Executive Chauffeur Cars
Tel: 0800 375 6788
Mob: 07891 833791

FLIGHT DEPARTS: **1125**
BA 193
Heathrow Terminal 5
World Traveller Plus
Seat: 4E
10 hour flight

British Airways locator: YHJ2WU

FLIGHT ARRIVES: **1525** (US time)
Dallas Terminal D

LOCAL TAXI: Dallas Yellow Cab
Tel: (214) 426-6262
International tel:1-800-444-6400

HOTEL: **Sheraton Dallas North**
4801 Lyndon B. Johnson Freeway
Dallas TX 75244
USA
Phone: (972) 661-3600

Reference: **C595082450**

FREE TIME: *Free time this evening – please see local guide and restaurant recommendations.*

Tuesday 15th November 2011 – Dallas

MEETINGS: *All meetings take place in Dallas office; please see outlook calendar.*

DALLAS OFFICE: **Company Name**
5005 LBJ Freeway
Dallas, TX 75256
USA
Tel: +1 (972) 267 890

DINNER: **1730**
Olympic Hills Country Club
1065 Mount Curve

Dallas, TX 75675
Phone: +1 (972) 941 6262

1730: Cocktail reception
1830: Dinner – Entree: Atlantic King Salmon

Attire: Business casual

Wednesday 16th November 2011 – Dallas to New York (+1 hour time difference) / New York to Philadelphia

CAR: **0620**
Taxi from Sheraton Dallas North (lobby) to Dallas Airport
Confirmation: **TWX1456**

FLIGHT DEPARTS: **0750**
AA 708
Dallas Fort Worth International Airport
Terminal 1
Economy
Seat: 17E
4.25 hour flight

Ticket reference: **RGH7658**

FLIGHT ARRIVES: **1215**
New York La Guardia

CAR: New York Ground Transport
Tel: 1 866 915 9865
Confirmation: **3245678UT**

Driver waiting at arrivals gate

MEETINGS: **1430**
Bob Client
Email: bob.client@company.com
Mobile: 1-800-444-6400

The Breslin Bar and Dining Room
Ace Hotel
20 W 29th St. and Broadway
Tel: (212) 679-1939

Restaurant confirmation: **W789657120**
Booked in your name, see separate map and directions to Penn Station.

TRAIN DEPARTS: **1701**
New York, Penn Station

Ticket reference: **TR123456**

TRAIN ARRIVES:

1909
Philadelphia 30th Street Station

TAXI:

Taxi rank is directly outside the station entrance

HOTEL:

Westin Hotel
99 South 17th Street at Liberty Place
Philadelphia, Pennsylvania , 19103
Phone: (215) 563-1600

Reference: C565083451
Late checkout confirmed for 17th November

FREE TIME:

Free time this evening – please see local guide and restaurant recommendations.

Thursday 17th November 2011 – Philadelphia to Heathrow

CAR:

0815
Taxi from hotel lobby to XIX Restaurant

Confirmation: **54678901** (*organised with concierge*)

MEETING:

0830
Phil Colleague
Mobile number – +1 213 876 5647

XIX Restaurant
Hyatt at the Bellevue
200 South Broad Street
Philadelphia
Booked in P. Colleague's name

CAR:

Taxi from XIX Restaurant to Rembrandts Restaurant (*3 miles / 15 mins drive*)

MEETING:

1200
Jane Client
Mobile – 816 730 2657

Rembrandts Restaurant
23rd and Aspen St.
Philadelphia
Booked in J. Client's name

CAR:

Taxi from Rembrandts Restaurant to the Westin Hotel (*1.5 miles / 10 mins drive*)

MEETING: **1400**
John Smith
Mobile – 234 879 5670
Westin Hotel lobby

FREE TIME: *Free time this afternoon – please see local guide and restaurant recommendations.*

CAR: **1830**
Taxi from Westin Hotel (lobby) to Philadelphia Airport

Confirmation: **TWX1456**

FLIGHT DEPARTS: **2150**
BA 068
Philadelphia Terminal A
Club class
Seat: 3B
7.20 hours flight

British Airways locator: YHV200

Friday 18th November – Arrive in London

FLIGHT ARRIVES: **1010** (London time)
Heathrow Terminal 5

TRAIN DEPARTS **1130**
Heathrow Express Train to Paddington
Buy ticket at station

Make own way from Paddington to London office via the tube.

Additional Information to include in your manager's travel pack:

- Contact details for travel agency including out of hours emergency number
- Contact information for the UK embassy in that Country and any emergency numbers
- Airline contact information – in this case BA and American Airlines
- Air miles / Executive Club membership details