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**USF Campus Visit Itinerary**

**(VISITORS NAME)**

**(VISITORS TITLE)**

**NAME OF THE INSTITUTION AND COUNTRY**

**DATES**

**Welcome to Tampa!**

On-Campus Hosts: (NAME, TITLE OF USF ON CAMPUS HOST AND DEPARTMENT)

Contact: NAME OF USF COORDINATOR FOR VISITOR LOGISTICS

Office number:

Mobile number:

**Hotel Information for guests**:

Address:

Phone Number:

**Weekday, Month, Day**

TIME A.M/P.M. Arrival at Tampa International Airport

Flight info:

Transportation Airport to Hotel:

**Weekday, Month, Day**

TIME A.M/P.M. Breakfast at the hotel

TIME A.M/P.M. Hotel pick up by:

TIME A.M/P.M. Meeting with (Department/ College)

Attendees:

Names and titles of people attending the meeting

 Location:

TIME A.M/P.M. Lunch at: Location

Attendees:

Names and titles of people attending the meeting

TIME A.M/P.M. Meeting with (Department/ College)

Attendees:

Names and titles of people attending the meeting

 Location:

TIME A.M/P.M Departure (on their own? Transportation provided to the airport? flight number?)

**BIOGRAPHICAL INFORMATION ABOUT THE VISITORS AND INSTITUTION INCLUDED BELOW:**

*Notes on Day-by-Day Itinerary:*

*The details included in the itinerary are designed to give your visitor as much information as possible in the simplest format. Including information about parking, transportation, meeting locations, names of who will escort them to meetings, and the people they are meeting helps create a great “first impression” and comfortable beginning for your visitor. Including visitor’s Bio’s and institutional information helps the USF collegues make the most of their time with the visitors.*

*Itinerary and USF/college/unit background information should be shared with the visitors prior to their arrival. Remember to ask about special diet restrictions, and physical accommodations that might be needed during the visit to campus.*

*USF World staff are happy to assist if you have any questions about creating an itinerary for international visitors. For contact information, please refer to visitor’s information page under faculty resources, USF World:* [*https://www.usf.edu/world/index.aspx*](https://www.usf.edu/world/index.aspx)