I am pleased to confirm the campus visit that we have set up for you will be held on {dates}

Please find the itinerary below as a guide to how the visit will be managed {provide complete site visit details including arrival details and persons who will meet with and / or usher the candidate:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Itinerary** | Person |
| Day 1 | 5:00 – 6:00 pm | Arrival mode, flight etc | Who will meet? |
| Day 1 |  | Dinner |  |
| Day 2 | 7:30 | Breakfast |  |
|  | 9:00 - 10:00 | Research Presentation |  |
|  | 10:15 - 10:25 | Break |  |
|  | 10:30 - 11:15 | Meet with Dean |  |
|  | 11:15 - 11:45 | Meet with Associate Dean |  |
|  | 11:45 - 12:45 | Lunch Break |  |
|  | 12:45 - 1:15 | Meet with Faculty |  |
|  | 1:15 - 1:45 | Meet with Faculty |  |
|  | 1:45 -2:00 | Break |  |
|  | 2:00 - 2:30 | Meet with Faculty |  |
|  | 2:30 - 3:00 | Meet with Faculty |  |
|  | 3:00 - 3:30 | Meet with DEI person(s) |  |
|  | 3:30 – 4:00 | Meet with Chair |  |

Provide details about the hotel they will be staying; campus building they will be expected to be met (including a map), local places to visit / eat (in case they have time by themselves), and a name and phone number for emergency contact.

If you should have any other questions or need additional information, please let me know.