

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.