**Sample Itinerary**

**CONFIDENTIAL**

**Albert Gator**

[agator@ufl.edu](mailto:agator@ufl.edu)

202-555-1234

**TRAVEL ITINERARY**

**January 11 - 13, 2017**

**Hotel Accommodations**

NOTE: Personal alcoholic beverages purchased at the hotel or anytime during your trip are non-reimbursable. Please settle charges before departing hotel or restaurant.

UF Hilton Conference Center

1714 SW 34th Street

Gainesville, FL 32607

352-371-3600

Dates: January 11 - 13, 2017

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| **Jessy John**  Talent Management Administrator  UF Advancement  University of Florida  352-392-5408  [jjohn@uff.ufl.edu](mailto:jjohn@uff.ufl.edu) | Please keep all boarding passes, original receipts from travel and meals and submit to the address below for reimbursement:  Jessy John  PO Box 14425  Gainesville, FL 32604 |

1 room, 2 nights

Confirmation # 3300272199

Reservation under Albert Gator

Check-In: after 3:00 pm

(Reservation is guaranteed for late arrival)

Check-Out: before 12:00 pm

**Airline Flight – Delta Airlines**

Record Locator: GCEPII

**Rental Car Accommodations – National**

Confirmation Number: 1019258563

Location Contact: 888-826-6890

Note: Car rental will be held on your personal credit card as it must be under driver’s name. Please submit your receipt for reimbursement

**Parking Accommodations**

Parking instructions and passes are listed on pages 5 and 6

***Inbound***

Flight # 940

Trip Leg: 1

Departs: IAH 11:15am

Arrives: ATL 2:17pm

Flight # 5262

Trip Leg: 2

Departs: ATL 3:16pm

Arrives: GNV 4:30pm

***Return***

Flight # 5293

Trip Leg: 1

Departs: GNV 12:55pm

Arrives: ATL 2:20pm

Flight # 1672

Trip Leg: 2

Departs: ATL 3:00pm

Arrives: IAH 4:19pm

**Albert Gator**

Candidate for the Assistant Vice President, Strategic Communications & Marketing

**TRAVEL ITINERARY**

Wednesday – Friday, January 11 – 13, 2017

**Wednesday, January 11, 2016**

**4:30pm Flight arrives in Gainesville, FL**

**Upon arrival, please proceed to the National Car Rental counter to obtain your rental agreement and keys**

**5:15pm** **Travel to your hotel at the UF Hilton Conference Center - 1714 SW 34th Street, Gainesville, FL 32607**

**6:15pm Travel to the Top for dinner - 30 N Main St, Gainesville, FL 32601**

**6:30pm**

Dinner with Tara Blythe

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| C:\Users\pburns\Desktop\Blythe, Tara_Sample_1.jpg  **Tara Blythe**  Associate Vice President,  Talent Management  Advancement  [tblythe@uff.ufl.edu](mailto:tblythe@uff.ufl.edu) |

**Thursday, November 17, 2016**

**7:30am**

*Travel to Emerson Alumni Hall (EAH) – 1938 W. University Ave.*

**Directions,****parking instructions and parking pass are located on Page 6 and 7**

*Patricia Burns will meet you in the lobby of Emerson Alumni Hall and will walk you to the EAH Classroom*

**8:00am – 8:30am Break – Prepare for Presentation**

**8:30am – 9:15am Presentation – “Using Change to Elevate Brands”**

*Patricia Burns will walk you to the Lowe Presidential Library*

**9:30am – 10:15am**

Meeting with Joe Mandernach and Maria Martin (Search Committee Members)

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| --- | --- |
| **Joe Mandernach**  Sr. Associate VP and  Chief Development Officer  [jmandernach@uff.ufl.edu](mailto:mikeh@gators.ufl.edu) | **Maria G. Martin**  Assistant Vice President  Development  [mmartin@uff.ufl.edu](mailto:nyucht@ufl.edu) |
|  |  |

*Your next meeting with take place in the Lowe Presidential Library*

**10:15am – 10:45am**

Meeting with Diane McFarlin



**Diane McFarlin**

Dean, College of Journalism and Communications

[dmcfarlin@jou.ufl.edu](mailto:dmcfarlin@jou.ufl.edu)

*Your next meeting will take place in the Lowe Presidential Library*

**11:00am – 11:45am**

Meeting with Tara Blythe, Nicole Yucht and Melanie Ross (Search Committee Members)

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| C:\Users\pburns\Desktop\Blythe, Tara_Sample_1.jpg  **Tara Blythe**  Associate Vice President,  Talent Management  Advancement  [tblythe@uff.ufl.edu](mailto:tblythe@uff.ufl.edu) | **C:\Users\pburns\Desktop\Ross-Melanieweb.jpg**  **Melanie Ross**  Chief Communications Officer, UF Health  [mross@ufl.edu](mailto:mross@ufl.edu) |

*Your next meeting with be in EAH, Room 207*

**12:00pm – 1:00pm**

Lunch with Maria Martin



**Maria G. Martin**

Assistant Vice President

Development

[mmartin@uff.ufl.edu](mailto:nyucht@ufl.edu)

Your next meeting will take place in the Lowe Presidential Library

**1:15pm – 2:00pm**

Meeting with Karen Rice and Tim Walsh

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| --- | --- |
| C:\Users\pburns\Desktop\RiceKaren.jpg  **Karen Rice**  Chief Operating Officer/ Associate Vice President, Operations  Advancement  [krice@uff.ufl.edu](mailto:krice@uff.ufl.edu) | C:\Users\pburns\Desktop\WalshTim1.jpg  **Tim Walsh**  Assistant VP and Executive Director of the Alumni Association, Alumni Affairs  Advancement  [twalsh@ufalumni.ufl.edu](mailto:twalsh@ufalumni.ufl.edu) |

*Your next meeting will take place in the Lowe Presidential Library*

**2:15pm – 3:15pm**

Meeting with the Strategic Communications and Marketing Team

*Your next meeting will take place in the Lowe Presidential Library*

**3:30pm – 4:30pm**

Meeting with Development Leadership

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| C:\Users\pburns\Desktop\HodgeMatt.jpg  **Matt Hodge**  Senior Assistant Vice President, Development  Advancement  [mhodge@uff.ufl.edu](mailto:mhodge@uff.ufl.edu) | C:\Users\pburns\Desktop\MarshRyan.jpg**Ryan Marsh**  Assistant Vice President of Development and Alumni Affairs,  College of Liberal Arts and Sciences  [rmarsh@ufl.edu](mailto:rmarsh@ufl.edu) |

Meetings Conclude – Travel back to the UF Hilton Conference Center

**Friday, November 18, 2016**

**7:00am Check-out of hotel and travel to Emerson Alumni Hall**

*Patricia will meet you in the lobby*

**7:30am – 8:30am**

Breakfast meeting with Tom Mitchell



**Tom Mitchell**

Vice President

Advancement

[tmitchell@uff.ufl.edu](mailto:tmitchell@uff.ufl.edu)

Malcom Askew, Keller Williams Agent will meet you in the back of Emerson Alumni Hall at **8:45am**

**8:45am – 11:30am**

Tour of the Gainesville Community



**Malcom Askew**

Realtor – Buyer Specialist, Keller Williams Realty

Cell: 904-476-7938

[malcom@tdynamo.com](mailto:malcom@tdynamo.com)

**11:30am – 11:45am**

Travel to Gainesville Regional Airport (~20 minute drive)

3880 Northeast 39th Avenue

Gainesville, FL 32609

352-373-0249

**12:55pm Flight departs for IAH from Gainesville Regional Airport**

**Directions & Parking Instructions**

1. Make a left at the light intersecting Hull Road and SW 34th ST
2. Head North on FL – 121/ SW 34TH ST
3. Make a right on West University Ave
4. Turn left on NW 19TH ST
5. Turn left on NW 1ST Ave
6. Head straight into Emerson Alumni Hall Parking garage. See map below, indicated by the blue box
7. Please place parking pass on your dashboard

