

Business travel schedule

Date: July 23, 2026

Timeline

06:30 – 09:00 Morning Outbound Flight

Board the morning flight to New York for the quarterly strategy meetings. Use flight time to review presentation slides.

Location: Terminal 2, Gate B14

09:15 – 09:45 Airport Transfer

Take an executive shuttle service from JFK Airport directly to the hotel in Midtown.

Location: JFK Airport Shuttle Stand

09:45 – 10:15 Luggage Drop

Drop off travel bags with the concierge prior to official check-in time.

Location: The Grand Hyatt Concierge Desk

10:30 – 11:15 Coffee & Meeting Prep

Review final agenda points and drink coffee before entering the client headquarters.

Location: Artisan Roasters Cafe

11:30 – 13:00 Executive Client Meeting

Meet with key client stakeholders to discuss Q3 results and contract terms.

Location: Corporate HQ, Boardroom A

13:15 – 14:30 Client Business Lunch

Enjoy a lunch meeting with executive leadership to strengthen client relationship.

Location: The Oak Room Bistro

15:00 – 16:30 Project Strategy Presentation

Deliver the core proposal presentation to department leads and address technical inquiries.

Location: Corporate HQ, Main Auditorium

17:00 – 18:30 Hotel Check-In & Rest

Check into the hotel room, unpack luggage, and catch up on emails.

Location: The Grand Hyatt Front Desk

18:30 – 20:00 Personal Free Time

Take time to explore the surrounding city area or relax at the hotel facilities.

Location: Downtown Cultural District

20:15 – 22:00 Team Networking Dinner

Gather with local colleagues for an informal dinner to celebrate recent successes.

Location: Skyline Grill & Bar