Conference attendee itinerary

Illustrative example. Event, venue, people and contact details are fictional.

Event: Northstar Ideas Forum | Attendee: Maya Chen

Date: Thursday, October 15, 2026 | Local time zone / UTC offset: America/New_York (EDT, UTC-4)

Venue: Northstar Forum Center, New York (fictional venue)

LOCAL TIME	MY SELECTED BLOCK	ROOM / LOCATION	BUFFER / ACTION
08:00-08:30	Travel to venue + arrival buffer	Hotel to forum entrance	Leave 20 min for travel; reserve 10 min for delay.
08:30-09:00	Check in and collect badge	Registration desk, lobby	Show QR code and confirm any room changes.
09:00-09:50	Opening keynote	Hall A	Record one idea to discuss at lunch.
09:50-10:05	Walk to selected breakout	Hall A to Room 2	15 min transfer; confirm room on event notice.
10:05-10:55	Applied AI workshop (chosen track)	Room 2	Alternative: Design Systems panel, Room 4, same time. Attend one.
10:55-11:10	Transfer and note capture	Room 2 to Studio B	Write a takeaway before the next session.
11:10-12:00	Practical planning session	Studio B	Bring workshop notes and laptop.
12:00-13:00	Lunch and break	Dining area	Review afternoon rooms; leave time to eat.
13:00-13:45	Networking: meet Alex Rivera	Lobby meeting point	Ask about pilot scope; record consent before follow-up.
13:45-14:00	Walk to afternoon panel	Lobby to Hall B	15 min transfer and seat-finding buffer.
14:00-14:50	Operations panel	Hall B	Capture one action for the team.
14:50-15:05	Break and room check	Hall B to Room 3	Check event notice for late changes.
15:05-15:50	Research methods session	Room 3	Collect any public handout link.
15:50-16:05	Walk to closing session	Room 3 to Hall A	15 min transfer.
16:05-16:45	Closing keynote	Hall A	Choose top two follow-up actions.
16:45-17:00	Review notes and contacts	Quiet area, lobby	Check names, permission, next step and due date.
17:00-17:30	Return travel + buffer	Forum entrance to hotel	Allow 20 min travel and 10 min delay.

Details and follow-up

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CONTACT AND CHANGE CHECK

Event desk: ask at registration; no real phone number is supplied

Last checked with organizer: recheck the official program on arrival.

PREPARE BEFORE LEAVING

1. Registration QR code and photo ID
2. Workshop questions and a charged laptop
3. Two questions for the 13:00 networking meeting

PARALLEL SESSION DECISION

Selected: 10:05-10:55 Applied AI workshop, Room 2.

Alternative: Design Systems panel, Room 4, at the same time.

NETWORKING NOTES

Person / organization: Alex Rivera (fictional)

Context / permission to follow up: 13:00 lobby meeting; confirm preferred address.

Useful note: asked for a short pilot outline by email.

POST-EVENT FOLLOW-UP

Owner: Maya Chen | Next action: Send a 3-bullet summary after confirming preferred address

Due date: Friday, October 16, 2026 | Status: Not started

Owner: Maya Chen | Next action: Share a two-point internal recap

Due date: Friday, October 16, 2026 | Status: Not started