



**Itinerary for MizzouForward Search**

(Enter Recommending Committee Name)

University of Missouri

College OR SCHOOL

Department of NAME

**NAME NAME, PhD**

University of

Day, Month, ##, 2024		
	Arrive at (Airport Name) on Airline, Flight #	
	Take an Uber/ Lyft/Shuttle/Rental Car to the hotel.	
	<b>Hotel Accommodations:</b> <b>Hotel name (with weblink)</b> <b>Address</b> <b>Phone</b> <b>Confirmation #:</b> Check in: 4pm on Check out: 11am on	Reservation confirmation included at the end of the itinerary
Day, Month, ##, 2024		
7:50 am	NAME will meet the candidate in the lobby of (enter hotel name) and escort them to LOCATION.	
8:00 am – 9:00 am	<b>Breakfast Meeting with GROUP / INDIVIDUAL</b>  <b>Invitees:</b> Name, Title	LOCATION
	NAME will escort the candidate to LOCATION.	
9:15 am – 9:45 am	<b>Meeting with GROUP/ INDIVIDUAL</b>  <b>Invitees:</b> Name, Title	LOCATION
	NAME will escort the candidate to LOCATION.	
10:00 am – 10:30 am	<b>Meeting with GROUP/ INDIVIDUAL</b>  <b>Invitees:</b> Name, Title	LOCATION
	NAME will escort the candidate to LOCATION.	
10:45 am – 11:15 am	<b>Meeting with GROUP/ INDIVIDUAL</b>  <b>Invitees:</b>	LOCATION

Primary contact: Name, cell#  
 Secondary contact: Name, cell#

	<i>Name, Title</i>	
	<i>NAME will escort the candidate to LOCATION.</i>	
<i>11:30 am – 12:00 pm</i>	<b>Meeting with GROUP/ INDIVIDUAL</b>  <b>Invitees:</b> <i>Name, Title</i>	<i>LOCATION</i>
	<i>NAME will meet the candidate at LOCATION and escort them to lunch.</i>	
<i>12:15 pm – 1:15 pm</i>	<b>Lunch Meeting with GROUP / INDIVIDUAL</b> <b>Invitees:</b> <i>Name, Title</i>	<i>LOCATION</i>
	<i>NAME will escort the candidate to LOCATION.</i>	
<i>1:30 pm – 2:00 pm</i>	<b>Meeting with Senior Leader #1 (President’s office)</b>	<i>LOCATION</i>
	<i>NAME will escort the candidate to LOCATION.</i>	
<i>2:00 pm – 2:30 pm</i>	<b>Meeting with Senior Leader #2 (Provost’s office)</b>	<i>LOCATION</i>
	<i>NAME will escort the candidate to LOCATION.</i>	
<i>2:30 pm – 3:00 pm</i>	<b>Meeting with Senior Leader #3 (Research office)</b>	<i>LOCATION</i>
	<i>NAME will escort the candidate to LOCATION.</i>	
<i>30 minutes</i>	<b>Presentation Prep</b>	<i>TBD</i>
<i>60 minutes</i>  <b>OPTIONS</b> <i>(List 3-4 date/time options over 2- day visit)</i>	<b>MizzouForward Keynote Address</b>  <i>40- minute presentation &amp; 20-minute Q&amp;A</i> <i>*Department Chair/Dean will emcee.</i>  <b>Please send your presentation slides to the MizzouForward Recruitment Team prior to your visit and bring a backup on a jump drive.</b>	<i>TBD</i> <i>(in person)</i>
	<i>NAME will escort the candidate from LOCATION to (enter hotel name)</i>	
<i>5:50 pm</i>	<i>NAME will meet the candidate in the lobby of (enter hotel name) and escort them to dinner.</i>	
<i>6:00 pm</i>	<b>Dinner Meeting with GROUP (minimum 2 + candidate)</b>  <b>Invitees:</b> <i>Name, Title</i>	<i>LOCATION</i>
<b>Day, Month, ##, 2024</b>		
<i>7:50 am</i>	<i>NAME will meet the candidate in the lobby of (enter hotel name) and escort them to LOCATION.</i>	

Primary contact: Name, cell#  
Secondary contact: Name, cell#

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10:00 am – 10:30 am	<b>Meeting with GROUP/ INDIVIDUAL</b>  <b>Invitees:</b> Name, Title	LOCATION
	NAME will escort the candidate to LOCATION.	
10:45 am – 11:15 am	<b>Meeting with GROUP/ INDIVIDUAL</b>  <b>Invitees:</b> Name, Title	LOCATION
	NAME will escort the candidate to LOCATION.	
11:30 am – 12:00 pm	<b>Meeting with GROUP/ INDIVIDUAL</b>  <b>Invitees:</b> Name, Title	LOCATION
	NAME will meet the candidate at LOCATION and escort them to lunch.	
12:15 pm – 1:15 pm	<b>Lunch Meeting with GROUP / INDIVIDUAL</b>  <b>Invitees:</b> Name, Title	LOCATION
	NAME will escort the candidate to LOCATION.	
1:30 pm – 2:00 pm	<b>Meeting with GROUP/ INDIVIDUAL</b>  <b>Invitees:</b> Name, Title	LOCATION
	NAME will escort the candidate to LOCATION.	
2:15 pm – 2:45 pm	<b>Meeting with GROUP/ INDIVIDUAL</b>  <b>Invitees:</b> Name, Title	LOCATION
	NAME will escort the candidate to LOCATION.	

Primary contact: Name, cell#  
Secondary contact: Name, cell#

3:00 pm – 3:30 pm	<b>Meeting with GROUP/ INDIVIDUAL</b>  <b>Invitees:</b> Name, Title	LOCATION
	NAME will escort the candidate to LOCATION.	
3:45 pm – 4:15 pm	<b>Meeting with GROUP/ INDIVIDUAL</b>  <b>Invitees:</b> Name, Title	LOCATION
	NAME will escort the candidate to LOCATION.	
4:30 pm – 5:00 pm	<b>Meeting with GROUP/ INDIVIDUAL</b>  <b>Invitees:</b> Name, Title	LOCATION
	NAME will escort candidate to (enter hotel name)	
5:50 pm	NAME will meet with candidate in the lobby of (enter hotel name) and escort them to dinner.	
6:00 pm	<b>Dinner Meeting with GROUP (minimum 2 + candidate)</b>  <b>Invitees:</b> Name, Title	LOCATION
<b>Day, Month, ##, 2024</b>		
	Take an Uber/Lyft/Shuttle/Rental car to the (airport name)	
	Depart at (Airport Name) on <b>Airline, Flight #</b>	