

[Insert College/Dept/Office Logo Graphic Here]

[Name of Delegation]

[Day of the week], [Month xx], [20xx]

Start time-End time

[Enter Address Here]

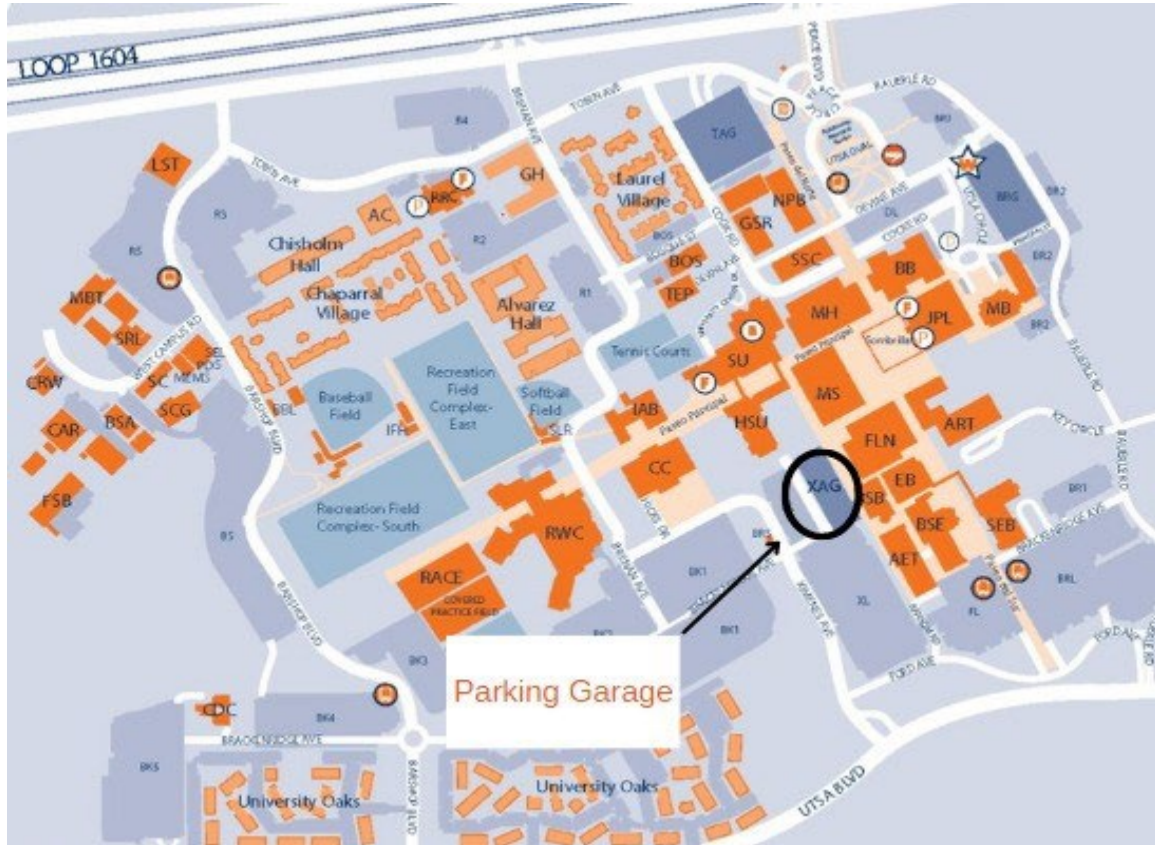
Delegation Information

1. Purpose	[Insert purpose of delegation visit here]
2. Visitors	[List name of visitors here] [Name], [Position Title], [Name of Organization] [Name], [Position Title], [Name of Organization]
3. Liaison	[Name] [Title, Organization] Telephone: +1 123-456-7890 [Insert email here]

Parking Information

Ximenes Garage Directions via I-10W

1. When approaching from I-10W (From Downtown San Antonio area) take the exit 557 toward TX-53/UTSA Blvd.
2. Turn Left onto UTSA Blvd.
3. Drive straight and at the 3rd stop light, you will see Ximenes Ave., take a right to enter into UTSA campus
4. Follow the road on Ximenes Ave and turn right on Brackenridge Ave.
5. Arrive at the garage, await greeting from Dr. F. Frank Chen
6. Payment required at paystations before returning to vehicle upon exit. Accepts:
 - a. Credit or debit card



Schedule of Activities

10:30AM	<p>Meet and Greet Arrival and greetings by [Name of Liaison]</p>
11:00AM-11:45AM	<p>[Name of meeting/activity] Location: [Insert Building and room # here]</p> <ul style="list-style-type: none"> • Name, [Position Title], [Name of Organization] • Name, [Position Title], [Name of Organization]

11:45AM-12:00PM	Break
12:00PM-1:30PM	Group Lunch <i>(may not apply to all visits, this can be changed to a meeting/activity)</i> <ul style="list-style-type: none">• Name, [Position Title], [Name of Organization]• Name, [Position Title], [Name of Organization]
3:00PM-4:00PM	[Name of meeting/activity] Location: [Insert Building and room # here] <ul style="list-style-type: none">• Name, [Position Title], [Name of Organization]• Name, [Position Title], [Name of Organization]
<i>End of activities</i>	