

Department letterhead

## **SAMPLE ITINERARY FOR SHORTLISTED CANDIDATES**

(Candidate version)

**University of Toronto  
Department of Esperanto Language and Literature  
Faculty of Arts and Science**

**Dr. Lingua Franca**

**Visit Itinerary  
March 18-20, XXXX**

### **SUNDAY MARCH 18**

8:30 pm Arrive in Toronto, Lester B. Pearson International Airport, Terminal 2 (Air Canada Flight 713) - you will be met by Prof. XXXX (416) 784-3312

### **MONDAY MARCH 19**

8:45 am Meet at hotel with graduate student YYYY who will show you to your first meeting

9:00 am Meeting with Prof. XXXXX, Chair, Dept. of Esperanto Language and Literature - Sidney Smith Hall, Room 2074

10:00 am Meeting with Graduate Coordinator, Prof. XXXX and Associate Chair, Prof. XXXX - Sidney Smith Hall, Room 2074

11:00 am Meeting with graduate students - Sidney Smith Hall, Room 3041

12 - 1:30 pm Lunch (at the Faculty Club with Professors XXXXXX)

2 - 3:00 pm Undergraduate lecture - New College, Wilson Hall, Room 2053

3:30 - 4:30 pm Meeting with YYYY at Faculty Relocation Service, Koffler Student Services Centre, 214 College Street, (next to Second Cup, main floor)

6:30 pm Meet at hotel with Prof. XXXX who will take you to dinner at (neighborhood restaurant) an escort you back to your hotel at 9:00 pm

### **TUESDAY MARCH 20**

9:00 - 9:45 am Meeting concerning benefits with PPPP, Faculty Personnel Office, Room 2006

10 - 11:30 am      Research Talk - Sidney Smith Hall, History Common Room 2000

12 - 1:30 pm      Lunch at Gallery Grill with faculty members from Sexual Diversity Studies Program

2:00 - 3:00 pm      Meeting with Search Committee - Sidney Smith Hall, Room 2054

3:15 - 4:15 pm      Meeting with Professor ZZZZZ (Vice Dean, Faculty of Arts and Science) - Sidney Smith Hall, Room 2020

4:20 - 5:00 pm      Tour of Robarts Library with WWWW, Resource Librarian

8:30 pm              Depart Toronto, Lester B. Pearson, Terminal 2 (Air Canada Flight 714)

Your hotel is the Holiday Inn at 299 Bay Street, (416) 944-3877.

Please call any of the numbers listed below if you need assistance or further information.

XXXXXXXXXXX, Chair, (416) 978-0005

YYYYYYYYYYY, Administrative Assistant to the Chair, (416) 978-0015

ZZZZZZZZZZZZ, Business Officer, (416) 978-0016

Faculty of Arts and Science Personnel Office (416) 978-7411

Faculty Relocation Service (416) 978-0951

The faculty contact for your visit is Dr. WWWW. Please feel free to contact Dr. WWWW at (905) 987-0303 prior to or during your visit.