



# First Impressions

Make Yours Count

## CHCA Guest Speaker : Planning and Course Details

Activity	Specific Information	Changes/ Follow -up
<b>Logistics</b>		
Date of Visit	<i>Tues. Oct. 24<sup>th</sup> 2009</i>	
Timing (including length of visit)	<i>2:00-3:00 pm</i>	
Location	<i>Rm 208, 300 Adelaide Street</i>	
AV equipment required	<i>Need computer with internet</i>	
Driving/parking info.	<i>Will drive, parking info given</i>	
<b>Speaker Details</b>		
Name of Guest Speaker	<i>Jane Doe</i>	
Company	<i>XYZ Hotel</i>	
Title	<i>General Manager</i>	
Guest Speaker bio	<i>Requested</i>	<i>Received Sept 29<sup>th</sup></i>
Guest Speaker picture	<i>Requested</i>	<i>Received Sept 29<sup>th</sup></i>
<b>Course Information</b>		
Name of Program	<i>Hotel and Restaurant Mgt.</i>	
Name of Course	<i>Front Office Operations</i>	
Main objective of the presentation	<i>Provide real-life examples of front office operations in action</i>	
Material suggested to be covered	<i>Career path, day-to-day operational challenges and rewards</i>	
Estimated # of Students	<i>40</i>	
<b>Other details</b>		