



First Impressions
Make Yours Count

CHCA Guest Speaker: Final Confirmation

Activity	Specific Information	Changes/ Follow -up
<i>Logistics</i>		
Date of Visit	<i>Tues. Oct. 24th 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>	
Who to look for when entering the building	<i>Student: Helen Smith</i>	
<i>Course Information</i>		
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>	
<i>Other Details</i>		