

**Delegation Visit from XX**

**Led by XX, title**

**Date**

|  |  |
| --- | --- |
|  1-2 pm | Meeting Topic, hosted by XX*Discussion topics:*1. *Academic*
2. *Research*

**Location: Building, Address, Room #**Queen’s attendees: |
| 2 – 3 pm | Meeting Topic, hosted by XX Meeting Sequence:1:30 p.m. Photo opportunity1:35 p.m. Introduction comments by XX1:50 p.m. XX to discuss Queen’s research2:10 p.m. XX to discuss research**Location: Building, Address, Room #**Queen’s attendees |
| 4 pm | End of visit  |

**Delegates from the Consulate General of China in Toronto:**

1. Name, Title
2. Name, Title

**Representing Queen’s:**

1. Name, Title
2. Name, Title