

**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 opportunity  1:35 p.m. Introduction comments by XX  1:50 p.m. XX to discuss Queen’s research  2:10 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