

From: Kei Minami  
To: Lisa Lang  
Subject: My itinerary for U.S. trip

Hi Lisa,

Below is the itinerary for my U.S. trip scheduled July 10-15. Let me know if you need further detail on any of the appointments.

Sunday, July 10  
5:20 p.m. Arrive Chicago O'Hare  
Check-in to Mountain View Hotel

Monday, July 11  
9-11 a.m. U.S. market update meeting with Keith Gibson  
6:00 p.m.- Dinner with marketing team

Tuesday, July 12  
10 a.m.-1 p.m. Tour of Chicago lab  
3-5 p.m. Meeting with Tony Dillon at ABC Technologies (awaiting confirmation)

Wednesday, July 13  
9-10 a.m. Meeting with Tina Urban at PQR Corp.  
12 p.m. Lunch with Professor Bennett at the University of Chicago  
3 p.m.- Meeting and dinner with Warren Russell

Thursday, July 14  
9-11 a.m. Meeting with Mia Wilson at XYZ Industries  
1-4 p.m. Q1 review meeting  
6:30 p.m. Dinner with a friend in downtown

Friday, July 15  
10:05 a.m. Depart Chicago O'Hare

Prior to the meeting with Mia on Thursday, I would like to discuss our marketing strategies for PMC-1234BC with you to make sure we are on the same page. Would you be able to squeeze in a brief meeting on Monday or Tuesday?

I look forward to seeing you.

Best regards,

Kei