

<b>NAME</b>		<i>your name here</i>			<i>your date here and on tab</i>						
<b>My Travel Arrangements for Conferences &amp; Speaking</b>											
<b>Month</b>	<b>Date</b>	<b>Event name</b>	<b>Contact name and numer and email</b>	<b>Deadlines</b>	<b>Travel to: car/train/air</b>	<b>Hotel</b>	<b>Registra tion</b>	<b>Local travel</b>	<b>Books</b>	<b>Table</b>	<b>Presentation and handouts</b>
June											
July											
Aug											
Sept											
Oct											
Nov											
Dec											
Jan											
Feb											
March											
April											
May											
June											
July											