

# aractech

Global Learning for Operational Leaders

ADMINISTRATION AND SECRETARIAL | AS-013

## Travel and Event Coordination for Assistants

### Contact

+31 85 7444446  
info@aractech.com  
<https://aractech.com>

### Address

Waarderweg 50, 2031PB Haarlem - Netherlands.

+31 85 7444446

info@aractech.com

Waarderweg 50, 2031PB Haarlem - Netherlands.

# Course content

## Why Attend

Assistants frequently organise business travel, meetings and events, often under time pressure and changing plans. Good coordination saves money, reduces stress and impresses stakeholders.

This Aractech course covers travel policies, booking and itineraries, visas and documents, traveller safety, expense management, planning meetings and events, venues and suppliers, budgets and handling last-minute changes. Participants plan a trip and an event.

## Course Methodology

- Practical planning exercises
- Checklists
- Case studies
- Group discussions
- Templates

## Course Objectives

- Plan efficient business travel
- Prepare itineraries and travel documents
- Support traveller safety and policies
- Plan meetings and corporate events
- Manage venues, suppliers and budgets
- Handle changes and emergencies

## Target Audience

- Executive assistants
- Personal assistants

# Course content

- Administrative coordinators
- Office managers

# Course outline

## Detailed course outline

Day-by-day outline for Travel and Event Coordination for Assistants.

### Day 1 - Business Travel

- 09:00-09:45 | Travel policies
- 09:45-10:30 | Booking options
- 10:30-11:00 | Cost control
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Cost control (continued)
- 11:45-12:30 | Itineraries
- 12:30-14:00 | Exercise: Itinerary planning

### Day 2 - Documents and Safety

- 09:00-09:45 | Visas and passports
- 09:45-10:30 | Travel risk
- 10:30-11:00 | Duty of care
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Duty of care (continued)
- 11:45-12:30 | Insurance
- 12:30-14:00 | Workshop: Travel checklist

# Course outline

## Detailed course outline

Day-by-day outline for Travel and Event Coordination for Assistants.

### Day 3 - Meetings and Events

- 09:00-09:45 | Event objectives
- 09:45-10:30 | Planning timeline
- 10:30-11:00 | Venues
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Venues (continued)
- 11:45-12:30 | Catering and logistics
- 12:30-14:00 | Exercise: Event plan

### Day 4 - Suppliers and Budgets

- 09:00-09:45 | Supplier selection
- 09:45-10:30 | Contracts
- 10:30-11:00 | Budgets
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Budgets (continued)
- 11:45-12:30 | Expenses
- 12:30-14:00 | Case study: Event problems

# Course outline

## Detailed course outline

Day-by-day outline for Travel and Event Coordination for Assistants.

### Day 5 - Changes and Emergencies

- 09:00-09:54 | Last-minute changes
- 09:54-10:48 | Disruptions
- 10:48-11:00 | Communication
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Communication (continued)
- 12:12-13:06 | Lessons learned
- 13:06-14:00 | Capstone: Travel and event plan

# Seminar dates

## Available seminar dates

Live dates and pricing for Travel and Event Coordination for Assistants generated from the course details page.

| Date                  | Location     | Format    | Fee    |
|-----------------------|--------------|-----------|--------|
| 9 - 13 November 2026  | Istanbul     | Classroom | €1,978 |
| 14 - 18 December 2026 | Vienna       | Classroom | €3,225 |
| 18 - 22 January 2027  | Kuala lumpur | Classroom | €1,925 |
| 15 - 19 February 2027 | Rome         | Classroom | €3,460 |
| 15 - 19 March 2027    | Munich       | Classroom | €3,225 |
| 19 - 23 April 2027    | Amsterdam    | Classroom | €2,830 |
| 17 - 21 May 2027      | London       | Classroom | €2,315 |
| 21 - 25 June 2027     | Istanbul     | Classroom | €1,978 |
| 19 - 23 July 2027     | Vienna       | Classroom | €3,225 |
| 16 - 20 August 2027   | Kuala lumpur | Classroom | €1,925 |

# Seminar dates

## Available seminar dates

Live dates and pricing for Travel and Event Coordination for Assistants generated from the course details page.

| Date                   | Location      | Format        | Fee    |
|------------------------|---------------|---------------|--------|
| 20 - 24 September 2027 | Rome          | Classroom     | €3,460 |
| 18 - 22 October 2027   | Munich        | Classroom     | €3,225 |
| 15 - 19 November 2027  | Amsterdam     | Classroom     | €2,830 |
| 20 - 24 December 2027  | London        | Classroom     | €2,315 |
| 9 - 13 November 2026   | Online / Live | Online / Live | €1,815 |
| 14 - 18 December 2026  | Online / Live | Online / Live | €1,815 |
| 18 - 22 January 2027   | Online / Live | Online / Live | €1,815 |
| 15 - 19 February 2027  | Online / Live | Online / Live | €1,815 |
| 15 - 19 March 2027     | Online / Live | Online / Live | €1,815 |
| 19 - 23 April 2027     | Online / Live | Online / Live | €1,815 |

# Seminar dates

## Available seminar dates

Live dates and pricing for Travel and Event Coordination for Assistants generated from the course details page.

| Date                   | Location      | Format        | Fee    |
|------------------------|---------------|---------------|--------|
| 17 - 21 May 2027       | Online / Live | Online / Live | €1,815 |
| 21 - 25 June 2027      | Online / Live | Online / Live | €1,815 |
| 19 - 23 July 2027      | Online / Live | Online / Live | €1,815 |
| 16 - 20 August 2027    | Online / Live | Online / Live | €1,815 |
| 20 - 24 September 2027 | Online / Live | Online / Live | €1,815 |
| 18 - 22 October 2027   | Online / Live | Online / Live | €1,815 |
| 15 - 19 November 2027  | Online / Live | Online / Live | €1,815 |
| 20 - 24 December 2027  | Online / Live | Online / Live | €1,815 |