

# Executive Travel Brief

Sarah Mitchell  
CEO | BrightScale Marketing Agency

Business Trip  
Riyadh →Dubai | 15–17 July 2026

Purpose: Client Meetings & Business Development

## Flight Information

| Item              | Details                                    |
|-------------------|--------------------------------------------|
| Traveler          | Sarah Mitchell                             |
| Airline           | Emirates                                   |
| Flight Number     | EK818                                      |
| Route             | Riyadh (RUH) → Dubai (DXB)                 |
| Departure         | Wednesday, 15 July 2026 • 9:00 AM (GMT +3) |
| Arrival           | Wednesday, 15 July 2026 • 11:00 AM (GMT+4) |
| Flight Duration   | Approx. 2 hours                            |
| Cabin Class       | Business Class                             |
| Seat Assignment   | 3A (Window)                                |
| Baggage Allowance | 2 x 32 kg Checked - 1 x 7 kg Carry-on      |
| Booking Reference | X7K9PL                                     |

## Executive Preparation Notes

- Arrive at Riyadh International Airport **2 hours before departure**.
- Digital boarding pass saved to **mobile device**.
- Printed itinerary included in **executive travel folder**.
- Keep **laptop, passport, and presentation materials** in carry-on baggage.
- Chauffeur pickup confirmed upon arrival in Dubai.

## Accommodation

| Item               | Details                           |
|--------------------|-----------------------------------|
| Hotel              | Address Sky View                  |
| Hotel Category     | 5-Star Business Hotel             |
| Address            | Downtown Dubai, UAE               |
| Check-in           | Wednesday, 15 July 2026 • 2:00 PM |
| Check-out          | Friday, 17 July 2026 • 12:00 PM   |
| Room Type          | Executive King Room               |
| Reservation Number | HTL83Q2                           |
| Contact Number     | +971 4 561 7890                   |
| Breakfast          | Included                          |

## Accommodation Notes

- Hotel selected for convenient access to scheduled business meetings.
- Complimentary Wi-Fi available throughout the stay.
- Breakfast included with reservation.
- Early check-in requested (subject to availability).
- Hotel confirmation shared prior to departure.

## Transportation

| Item                  | Details                                                  |
|-----------------------|----------------------------------------------------------|
| Transportation Type   | Pre-arranged Airport Chauffeur                           |
| Service Provider      | Executive Transfers Dubai ( <i>fictional</i> )           |
| Pickup Location       | Dubai International Airport (DXB), Terminal 3 – Arrivals |
| Pickup Date           | Wednesday, 15 July 2026                                  |
| Pickup Time           | 11:30 AM (Local Time)                                    |
| Assigned Chauffeur    | Ahmed Al Mansoori                                        |
| Contact Number        | +971 50 456 7890                                         |
| Vehicle               | Black Lexus ES300h                                       |
| Estimated Travel Time | Approx. 20 minutes                                       |
| Destination           | Address Sky View, Downtown Dubai                         |

### Transportation Notes

- The assigned chauffeur will be waiting at the arrivals hall with a personalized name sign.
- Pickup time allows approximately 30 minutes after flight arrival for immigration and baggage claim.
- Chauffeur contact details shared with the executive prior to departure.
- Return airport transfer arranged for **Friday, 17 July 2026**.

## Business Schedule

| Date & Time                             | Activity                                 | Location                         |
|-----------------------------------------|------------------------------------------|----------------------------------|
| <b>Wed, 15 Jul</b><br>9:00–11:00 AM     | Business Flight (Emirates EK818)         | Riyadh → Dubai                   |
| <b>Wed, 15 Jul</b><br>1:00–2:00 PM      | Client Strategy Meeting                  | BrightScale Dubai Office         |
| <b>Wed, 15 Jul</b><br>2:15–3:15 PM      | Partnership Discussion                   | NovaTech Regional HQ             |
| <b>Wed, 15 Jul</b><br>3:30–4:30 PM      | Proposal Development                     | Address Sky View Business Lounge |
| <b>Thu, 16 Jul</b><br>9:00–10:00 AM     | Client Presentation                      | Apex Consulting                  |
| <b>Thu, 16 Jul</b><br>11:30 AM–12:30 PM | Marketing Campaign Review                | BrightScale Dubai Office         |
| <b>Thu, 16 Jul</b><br>2:00–3:00 PM      | Investor Call                            | Hotel Business Center            |
| <b>Fri, 17 Jul</b><br>9:00–10:00 AM     | Weekly Team Review                       | BrightScale Dubai Office         |
| <b>Fri, 17 Jul</b><br>10:15–11:15 AM    | Client Follow-up Meeting                 | BrightScale Dubai Office         |
| <b>Fri, 17 Jul</b><br>2:00–3:00 PM      | Project Planning Meeting                 | Address Sky View Meeting Room    |
| <b>Fri, 17 Jul</b><br>5:30–7:30 PM      | Return Flight to Riyadh (Emirates EK819) | Dubai → Riyadh                   |

## Schedule Notes

- All meeting times are listed in **local time (GMT+4)**.
- Transportation between venues has been pre-arranged.
- Calendar invitations and meeting materials have been distributed to all attendees.
- Buffer time has been included between major meetings where possible.

## Important Contacts

| Contact                  | Details                                                                                          |
|--------------------------|--------------------------------------------------------------------------------------------------|
| Executive Assistant      | RC Indus • +966 506 738 030 • <a href="mailto:rcindus.work@gmail.com">rcindus.work@gmail.com</a> |
| Hotel Reception          | Address Sky View • +971 4 873 8888                                                               |
| Assigned Chauffeur       | Ahmed Al Mansoori • +971 50 456 7890                                                             |
| BrightScale Dubai Office | +971 4 456 7800                                                                                  |
| Primary Client Contact   | David Carter (NovaTech) • +971 50 987 6543                                                       |
| Emergency Services       | Police: 999 • Ambulance: 998                                                                     |

## Communication Notes

- All contact numbers have been verified before departure.
- Hotel, chauffeur, and client contacts have been shared with the executive.
- Emergency contacts are available 24/7.

## Weather

| Item             | Details                              |
|------------------|--------------------------------------|
| Destination      | Dubai, United Arab Emirates          |
| Travel Dates     | 15–17 July 2026                      |
| Forecast         | Sunny to Partly Sunny                |
| Temperature      | High: <b>39°C</b> • Low: <b>31°C</b> |
| Humidity         | Approx. <b>45–55%</b>                |
| Rain Probability | Low (0–5%)                           |

## Weather Advisory

- Expect **hot daytime temperatures** throughout the trip.
- Business attire is recommended for meetings; lightweight fabrics are advised for outdoor travel.
- Stay hydrated and carry bottled water during transit.
- Sunglasses and sunscreen are recommended for outdoor activities.
- Air-conditioned transportation has been arranged throughout the itinerary.

## Executive Notes

- Passport validity verified (**6+ months** remaining).
- Flight check-in completed and digital boarding pass issued.
- Hotel reservation and airport transfer confirmed.
- Meeting agenda, presentation materials, and supporting documents shared with the executive.
- Laptop, charger, power bank, and presentation clicker packed.
- Business cards prepared for client meetings.
- Travel insurance and emergency contact information available.
- Calendar invitations accepted and synchronized across devices.

## Pre-Departure Checklist

- ☐ Passport
- ☐ Boarding Pass
- ☐ Hotel Confirmation
- ☐ Airport Transfer
- ☐ Laptop & Accessories
- ☐ Presentation Deck
- ☐ Business Cards
- ☐ Mobile Phone & Power Bank

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*This document is a fictional portfolio case study created to demonstrate executive travel coordination, planning, and organizational skills. All names, companies, reservations, contact details, and travel information are fictional and used for demonstration purposes only.*