

SAMPLE FACTORY VISIT AGENDA

Agenda Item	Time	Duration
Registration and Coffee	9.00	30 minutes
Welcome and introductions	9.30	20 minutes
Best Practice Topic	9.50	45 minutes
What you will see on Factory Tour	10.35	10 minutes
The Factory Tour	10.45	90 minutes
Lunch, Questions, Networking and next steps	12.15	45 minutes

* Please note times may vary