



Fundamentals of Business Travel Management™ Virtual Course Schedule and Details

What to expect before the start of the sessions:

Instructor: [Jennifer Steinke](#)

Sessions will be executed on Zoom Meetings

There are 4 virtual sessions

Time: 10:00am – 12:00pm EDT

Up to one month prior to the first virtual session, participants receive calendar blocks and log in details through Outlook and Zoom.

5-7 days prior to each of the virtual sessions, participants receive pertinent recordings and/or documents for review. These will prepare the participant for each virtual session. Virtual session assignments and pre work may be given at this time.

Registrant pre-work and virtual session engagement is expected

What to expect at the conclusion of the course:

Fundamentals of Business Travel Management™ certificate of Completion