# Title

***Xxxday, Date Month 2020 xx:00 – xx:00***

***Research centre/sender***

*The Faculty of Law*

*Meeting room XXXX*

*Njalsgade 76, DK-2300 Copenhagen S*

## PROGRAMME

**NB**: Please edit the text above and the text in the “Programme column” in the table below to suit your wishes. Also, please insert or delete rows in the table. It is important that you use the table to make your programme as this ensures that it is easy to transfer the programme to our website for announcement.

In English, please use a colon in connection with indication of time, e.g. 10:00

## Day 1

| **Time** | **Programme** |
| --- | --- |
| **xx:xx – xx:xx** | **Arrival and registration** |
| **xx:xx – xx:xx** | **Welcome** *Insert name and title of speaker* |
| **xx:xx – xx:xx** | **Insert title of speech**  *Insert name and title of speaker* |
| **xx:xx – xx:xx** | **Insert title of speech**  *Insert name and title of speaker* |
| **xx:xx – xx:xx** | **Break**  ***List the refreshments that are served or delete this line*** |
| **xx:xx – xx:xx** | **Insert title of speech**  *Insert name and title of speaker* |
| **xx:xx – xx:xx** | **Insert title of speech**  *Insert name and title of speaker* |
| **xx:xx – xx:xx** | **Lunch**  ***List what is served for lunch (buffet, sandwich, etc.)or delete this line*** |

## Day 2

|  |  |
| --- | --- |
| **Time** | **Programme** |
| **xx:xx – xx:xx** | **Insert title of speech**  *Insert name and title of speaker* |
| **xx:xx – xx:xx** | **Insert title of speech**  *Insert name and title of speaker* |
| **xx:xx – xx:xx** | **Break**  ***List the refreshments that are served or delete this line*** |
| **xx:xx – xx:xx** | **Insert title of speech**  *Insert name and title of speaker* |
| **xx:xx – xx:xx** | **Insert title of speech**  *Insert name and title of speaker* |
| **xx:xx – xx:xx** | **Lunch**  ***List what is served for lunch (buffet, sandwich etc.)or delete this line*** |