<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01</td>
<td>09:00</td>
<td>Meeting</td>
<td>Room 1</td>
<td></td>
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<tr>
<td>01/02</td>
<td>14:00</td>
<td>Seminar</td>
<td>Hall 2</td>
<td></td>
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<tr>
<td>01/03</td>
<td>10:00</td>
<td>Workshop</td>
<td>Room 3</td>
<td></td>
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<td>01/04</td>
<td>12:00</td>
<td>Lunch</td>
<td>Cafeteria</td>
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<td>01/05</td>
<td>08:00</td>
<td>Training</td>
<td>Classroom</td>
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<td>01/06</td>
<td>15:00</td>
<td>Conference</td>
<td>Auditorium</td>
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**Plan Details:**
- **Meeting:** Discuss project progress.
- **Seminar:** Present new research findings.
- **Workshop:** Hands-on practice sessions.
- **Lunch:** Buffet service.
- **Training:** New employee orientation.
- **Conference:** Keynote speakers from various fields.

**Location Notes:**
- Room 1: Seating for 50 people.
- Hall 2: Seating for 100 people.
- Classroom: Seating for 25 people.
- Auditorium: Seating for 200 people.

**Important Reminders:**
- All meetings require prior registration.
- Lunch availability is limited to the first 50 attendees.
- Training sessions offer refreshments.
- Conference tickets are non-refundable.

**Contact Information:**
For any queries, please contact info@event.com.