

GLOBAL MEETING PLANNER

Reference Chart: Coordinating Across Regions

Date: _____

City (Timezone)	08:00	10:00	12:00	14:00	16:00	18:00	20:00	22:00
London (GMT)	08:00	10:00	12:00	14:00	16:00	18:00	20:00	22:00
New York (EST)	03:00	05:00	07:00	09:00	11:00	13:00	15:00	17:00
Tokyo (JST)	17:00	19:00	21:00	23:00	01:00	03:00	05:00	07:00
Dubai (GST)	12:00	14:00	16:00	18:00	20:00	22:00	00:00	02:00
San Francisco (PST)	00:00	02:00	04:00	06:00	08:00	10:00	12:00	14:00

Standard Business Hours (08:00-17:00)

Outside Working Hours / Late Night

** All times in 24-hour format relative to base row.*

Meeting Notes: