

# GUIDANCE NOTE

## Travel planning and safety abroad

### Planning sheet

Before making any travel arrangements, read the factsheet as this will have important information about airports, accommodation, transfers, etc.

After reading the factsheet and when making your travel arrangements, using a planning sheet such as that shown in Appendix I can be helpful.

This helps to ensure that all arrangements are made prior to the trip and it provides easy-to-access information whilst travelling.

When planning sheets are used, it is recommended that you leave a copy at home with your manager, family or a friend. This can prove very helpful when someone back at home needs to contact you or if your movements need to be traced.

### General advice

Before leaving home...

- If you are unfamiliar with the country you will be visiting, find information on the internet about local cultures, rules, laws, dress codes, cultural sensitivities, weather conditions, attitudes, etiquette, price of things, common scams, etc.
- Select your accommodation - it's best to stay at the official hotel. However, if all the rooms have been allocated and you need to find alternative accommodation, only stay in hotels recommended on the internet or by friends.
- Make sure you understand the scope of the travel and medical insurance for LET members.
- Check and understand the exchange rate.
- Check if you need any vaccinations.
- Make copies of all travel documents.
- Make copies of your itinerary and contact details and leave them with family or friends.
- If necessary, obtain an international driving permit in advance if you want to drive while abroad.

Take with you...

- Your passport and travel documents.
- Credit card, traveller's cheques and cash. Make sure you have enough money to cover emergencies.
- Take only as much with you as you need during your travel. Don't carry expensive gadgets unnecessarily.
- A note and details of any medical conditions and medicine you're taking.
- Enough medication to last your entire trip, including some extra in case you are unexpectedly delayed.

Whilst you're traveling...

- Carry emergency contact details for a close family member or friend.
- Keep the copies of your travel documents safe.
- Keep some medication in your luggage and some in your carry-on luggage.
- Always carry a phone with you. If necessary, consider buying a cheap phone and a local SIM card with international calling.
- Keep your phone charged.
- Take note of the emergency numbers and identify places such as police stations, hospitals, official buildings.
- Make sure you have the contact information for the appropriate Embassy.
- Use your debit or credit card to make purchases as much as possible, unless the charges are too high.

To stay safe...

- Ask hotel staff for recommendations about places to visit or places to avoid.
- Use the hotel's room safe or main safe to keep your money and valuables safe.
- Don't carry all your cash in your purse or wallet.
- Keep your purse or wallet in your inner jacket pocket so that it won't be easy to steal it. Carrying a money belt is also a good idea.
- Carry a map with you and check your route so that you know exactly where you're going and how to get there. This will prevent you from asking directions of strangers and being led through a merry-go-round.
- Travel with pairs as much as possible. Solo travellers are usually targeted more often by criminals than those in a group.
- Avoid walking around in a strange area during the night.
- If travelling alone avoid situations that may leave you isolated with someone you do not know or trust. Tell a trusted person your intended itinerary and arrange a time to check- in with them.
- Don't get too distracted by the sights. Make sure you look around now and then; being aware of any suspicious looking people can help prevent thefts and other crimes.
- Learn a bit of the local language, at least enough to get answers to basic questions.



## APPENDIX I



Event: .....

Travel dates: .....

### TRAVEL DETAILS

DEPARTURE:			
From (Airport/Terminal)		Booking ref.	
Departure Date		Luggage	
Departure Airline		Airport parking	
Departure Flight No.		Insurance	
Departure Time		Currency	Visa
Transfers	Arrival details:	Departure details: Booking ref: Flight number: Time:	
Final destination	Airport:	Time:	
Contact on arrival:		Car hire / taxi	
RETURN:			
From (Airport/Terminal)		Booking ref.	
Departure Date		Luggage	
Departure Airline			
Departure Flight No.			
Departure Time			
Transfers	Arrival details:	Departure details: Booking ref: Flight number: Time:	
Final destination	Airport:	Time:	

### ACCOMMODATION DETAILS

Hotel Name			
Hotel Address			
Hotel Telephone			
Check-in Date		Check-out Date	

### PERSONAL SAFETY

Emergency currency <i>(Recommended minimum of €100 in correct currency)</i>			
Embassy details Available at: <a href="http://www.embassy-worldwide.com">www.embassy-worldwide.com</a>	Address:		
	Telephone:		
Local contact			