

STRESS-PROOF BUSINESS TRIPS

You've just received word that you'll need to head out-of-town for a business trip. Whether this is your 1st, 15th or 50th business trip, it's important to realise you've been trusted to represent your company outside of an ordinary day on the job. This opportunity could establish you as a driving force in the corporation or lead to you being dubbed the weakest link (no pressure!).

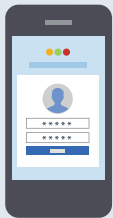
With so much at stake, it's unsurprising that research from Booking.com for Business reveals that one in four executives have experienced travel stress.*

As part of its commitment to taking the hassle out of business travel, Booking.com has come to the rescue, sharing its insider tips for preparation success, alongside global etiquette experts.



1

BEFORE YOU GO



Using a handy tool like Booking.com for Business makes planning travel and accommodation logistics as pain-free as possible. Its smart and seamless tools give business travellers a tailored service that makes choosing corporate accommodation delightfully easy.

Director of Product Development, Booking.com for Business, Ripsy Bandourian

2

RESEARCH YOUR DESTINATION



Before leaving for any business trip, check out the climate, what the typical dress code is for the region, the country's history, any religious or cultural dress requirements and if there are any major holidays that fall during your visit.

Arden Clise, author and president of Clise Etiquette

3



WHAT TO PACK

Pack clothes that are well made but versatile and easy to care for. Bring accessories, such as scarves, ties, pocket squares or jackets that will transform one or two basic outfits.

Arden Clise, author and president of Clise Etiquette; Etiquette Expert Elaine Swann

4



WHAT TO WEAR

Wear business or business casual clothes rather than jogging bottoms or jeans when travelling. If your luggage is lost and you have to go straight to a meeting, you'll feel much more comfortable if you're dressed to impress. Remember that when travelling for business you're representing your company – so don't get caught out!

Arden Clise, author and president of Clise Etiquette; Etiquette Expert Elaine Swann

5



ARRIVING AT THE AIRPORT

Give yourself time and arrive at the airport two hours before your flight. This will allow ample time to check in, get through security and arrive at your gate without a mad panic.

Etiquette Expert Elaine Swann

6



WHEN TO TRAVEL

If you're going to be flying for three hours or more, plan to arrive the day before your meeting or presentation to allow for any last minute flight delays or mad dashes to meetings! When booking your travel once you land, ensure to factor in time in case of traffic issues.

Arden Clise, author and president of Clise Etiquette; Etiquette Expert Elaine Swann

7

ARRIVING AT MEETINGS



Show up at meetings with no more than exactly what you need. Look at hiring a driver for the day and leaving your luggage in the safety of the car. The less baggage you have when going into a business meeting, the more organised and professional you'll appear, just make sure you don't forget any important documents!

Sara Jane Ho, Director of Institute Sarita

8

AND FINALLY...



Pack an open-minded attitude when traveling internationally. Avoid being critical of the differences you may experience in dress, food, how decisions are made, or about religious or political beliefs.

Arden Clise, author and president of Clise Etiquette; Etiquette Expert Elaine Swann

*Research commissioned by Booking.com and independently surveyed 4,555 men and women aged 18-65 who have travelled internationally for business four times or more in the past year across USA, UK, Germany, France, Spain, Japan, China and Italy. Research took place between 29th January - 11th February 2016.