



## Travel Reference Guide:

**What to expect:** Your seminar agenda will be organized as if you are a senior executive traveling abroad to learn about the different aspects of your company. In addition to learning from executives at global companies, you will learn about the culture, customs, and international business practices in each country visited. Most importantly, you will observe how these business practices differentiate between each country visited and the United States. The overall goal of the International Business Seminars program is for students to use their experience and research to determine trends, threats, problems, issues, and implications for businesses while developing global competency.

**Flight & Luggage Information:** IBS limits each student to one checked bag and one carry on. See your airline provider for further details, but typically there is a 50-pound limit for checked baggage. Avoid over packing and check out these standard [packing tips](#) and [restricted items](#) before you travel.

**Accommodations & Transportation:** IBS provides accommodations similar to ones in which the average business traveler would stay. Breakfast will be included at the hotels as well as access to WiFi in most hotels. During the seminar, IBS facilitates all travel to and from seminars.

**Passport and Visa:** Always keep your [passport](#) in a safe place, never leave it in your room unattended. Use the hotel safe provided or carry it securely on your person. United States passport holders do not need special visas for our Europe programs but will for China. Non-U.S. passport holders usually need special visas for which you are responsible for obtaining your own visas.

**Staying Connected:** Consider your [phone options](#), plus mobile apps such as WhatsApp ([Android/Iphone](#)). Get to know [how to place an international phone call](#), especially in [case of emergency](#).

**What to Bring:** Appropriate [business attire](#), passport, airline ticket, itinerary provided, bank cards, spending money. Extras include your student ID, notepad, iPad, travel size toiletries, phrase book, medications, and a copy of prescriptions carried, zip lock bags & money belt.

**Attire:** Familiarize yourself with both [business formal](#) and [business casual](#) dress. Rolled sleeves, wrinkled clothing, flip-flops, bare shoulders, un-tucked shirts, hats, miniskirts and white socks are not appropriate.

**Travel Support & Information:** Make sure to get to know the [U.S. Embassy](#) resources and understand the support you can receive from [Consulates in Europe](#). Keep in mind, you will be going through [Customs](#) in Europe and upon return. Always stay aware of your belongings and make photocopies of your passport.

**Money:** Get to know which type of [currency](#) you'll need. Work with your bank prior to departure to discuss options and fees for pre-ordering Euros, using local ATM's or planning exchange money on site. Credit cards can be used for large expenses, but using cash is most common. Here are some [extra tips](#) about money, including [Value Added Tax](#). Consider [conversion rates](#) & [budgeting strategies](#) now!

**Extras:** Here are specific links to learn more about [metric conversion](#), [electrical adapters and converters](#), tips on [avoiding theft](#), [tipping in various countries](#), additional [etiquette information](#) by country and more important information from the [U.S Department of State](#).