

Dr. Culture's Road Warrior Survival Guide Travel Checklist:

YOUR PERSONAL CHECKLIST, AS A MINIMUM, SHOULD INCLUDE:

- Passport & Visa requirements answered—**NOTE:** after 1 January 2007, you'll need US passport to reenter the US even if the other country did not require one to enter or depart!
- If necessary, mail arrangements; stop mail (easy at usps.gov)
- Maintaining Contact: Does your cell phone work "over there?" Have you checked charges? Can you video chat with Skype, etc? WATCH OUT for roaming charges--they vary from country to country and especially for texting. Make sure your service's "Help" number works...(another painful Dr. Culture experience....) More later on email, etc. Buy extra charger and always keep in your travel bag – that way you'll never forget it.
- Shots up to date?
Do you need/have you gotten Hepatitis shots? If not plan ahead; these can months to complete and are a must for travelers to 3rd world environments.
- Shot record with you? Additional copy in bag and one at home?
- Gifts needed?

START PACKING IN ADVANCE!

- ☆Last minute panic packing ensures you'll forget something critical
- If traveling with another, pack one of your outfits in his/her bag and one of his/hers in yours.
☆This greatly reduces the trauma of lost/delayed luggage. You both have professional clothes available if one set of luggage doesn't make it.
- Medical Insurance provided by the company?
☆If not, will you purchase?
- Watch for upcoming airline strikes, slowdowns, etc.
☆Could it impact your travel plans? Don't wait until critical mass occurs. Make other arrangements now.
- Travel/Medical Insurance? Emergency Evac Insurance needed?
- Is your Will up to date? Copies to appropriate people?
- What does weather look like at departure point?
☆Do you need to leave early?
- Check destination weather -- clothing considerations:
☆Always have an umbrella
- Check Time Difference

- Medicines/Copy of Prescriptions/Do you need refills?
 - ☆If so, get them refilled now and see if you can take extra if needed. If you are stranded you don't need to be searching for an English speaking doctor to refill your meds.
- Handouts, other job paperwork? Is it your responsibility?
 - ☆Can they be reproduced at destinations?
 - ☆If not, can they be mailed or emailed ahead?
 - ☆Masters of all materials to go with you.
- Knowledge of your company's policy (especially amounts) on business trip reimbursements; hotel, air/ground transportation reimbursement limits, policy on tips, alcohol, mini-bar, gifts.

ADDITIONAL PACKING TIPS:

- Dress warmer for airplane and/or take sweater or light jacket in carry on. These weigh nothing and if needed, you'll thank me!
- Leave expensive jewelry/rings/watches.
- Put each suit/dress in drycleaner bag to prevent wrinkling.
- Put clothes on wire hangers to reduce bulk.
- Take only two pressed shirts/blouses.
 - ☆Leave the others unironed and *roll them up in drycleaner bag* when packing
 - ☆Have hotel press other clothes on arrival--they'll look better and save you time.
- Any breakable items (outside of toiletries) should be placed in between clothing layers.
- All liquids in plastic seal-able baggies -- perfume, cologne, pump Hairspray, etc. Always better to double bag these.
- Men: Collar stays can be easily controlled by placing them in prescription (scrape tag off first) bottle, or other small glass or plastic bottles, i.e., a test tube with stopper.
- Those new packing bags with vacuum hose valves are positively great for compressing your clothing items – particularly bulky items such as sweaters, ski suits, etc. Strongly recommend using these – even for packing your dirty laundry. The only down side to this is that when at the hotel and packing for departure you may raise some suspicion when you ask for room service to bring you a vacuum cleaner with a hose.
- Islamic countries – Don't travel with “men's magazines” (Playboy, etc.) or “women's magazines” (Playgirl, Cosmopolitan, etc.) or any other magazine with partially clothed women on cover, etc. They will be confiscated at entry to the country. Rental DVDs with similar type covers will most likely be taken as well.
- Travel Iron is a must -- don't forget adapter plugs for all your electrical needs.
- Appropriate Luggage/Luggage Locks
 - ☆Why lock your bags? If you do, use TSA approved locks.

- ☆ID Tags should have business address/phone number ☆DON'T EVER INCLUDE your name, home address and phone number on baggage tags.
- ☆Women and young girls: Don't use those large pink, yellow, etc., bag tags with your first name on it.
- Flashlight, Travel Alarm Clock, Security Items
 - ☆Your cell phone likely has an alarm function – use it!
- Personal Security Items
 - ☆Hotel security items
 - ☆Recommend *Dr. Culture's Hidden Pants Pocket*.
 - ☆If utilizing the above, then pack your "Throw Down" wallet. This is an old wallet into which you have packed a few dollars, papers/receipts, etc., and credit cards – nooo, not real credit cards. INSTEAD: You know the credit card offers you get in the mail every week? Many contain a "tempting" plastic credit card look-alike but it is obviously, *not* a credit card. However, start saving those and after you get 4 to 6 of them stick them in your throw down wallet—presto! They look like the real thing! If held up, throw down the wallet and run. The bad guys will glance at it and thinking it is real, snatch it up and leave. Perfect. Just hope you don't run into the same bad guy later....

AUDIO VISUAL CONSIDERATIONS -- DON'T EXPECT SAME LEVEL OF TECHNOLOGY THERE

- Presentations? Do you have back up copies? A printed copy is helpful for quick refresher but can be a lifesaver when, for whatever reason, you have no computer capability!
- What format? Are they compatible with you? Can you FTP it to a site to check, etc? Off-site FTP capability? MAC people – what about IDisc, syncing, etc?
- BackupBackupBackup: On Disc? **BE SPECIFIC WHEN DEALING WITH OTHERS --ESPECIALLY THOSE IN NON-US CULTURES!** "Disc" can mean different things to different people; i.e., Disc = CD (as in compact disc) as well as 1.44 floppy disc for the computer A-drive or ZIP disc (you can find these in the Smithsonian now...) Be careful with your trusty thumbnail drives -- many companies don't even allow these in the building!
- PC Users: Consider Go To My PC.com -- *Fabulous*. Even works OK with dialup--uncomplicates nearly everything! NOTE: Don't let coworkers turn off your computer!
- Need DVD or VHS playback capability? Will your American VHS tape work on European/Asian systems? What about DVD storage and playback? Doublecheck!
- LCD projector needed?
 - ☆Available at destinations?
 - ☆If not, do you Carry On or place in Checked Baggage?

- ☆Any other technical pieces to go?
- Camera(s)?
 - ☆Digital or Film? Have memory stick, discs and/or additional film? Battery charger? Have you verified capability to download pix onto laptop from your camera?
- Video Cam?
 - ☆Battery Chargers?
 - ☆Extra tape cartridges, etc?
- Do you have password protection on your laptop?
- Have you considered “distance alarm” for your laptop and carry on? Brilliant product--alarm goes off when sender and receiver are separated by more than 15 feet, etc. No chance your laptop will be stolen while you study the paper or nap out briefly.
- Repeat Warning: Do you have your cell phone? Charger?
- Finally, always keep an extension cord/powerstrip in your travel bag. This avoids choosing between charging your phone and watching TV at the hotel....

CARRY ON BAG

- Tickets or confirmation document & passport
- Laptop?
- House keys and/or car keys securely packed?
 - ☆A leash/Caribiner works well in securing these important keys to the inside pocket of your carryon. Do this immediately after locking your car, etc., to avoid loss/misplacement.
- Office paperwork?
- Other reading material
- Small dictionary of US/host country language
- Resealing plastic bag with nuts; i.e., cashews, almonds
- Forget carrying on toiletries—just check them through.
- Sandwich
- Any prescription medicine
- Dental Flux
- Travel Toothbrush & Tiny (1 oz) Toothpaste tube
- Sleeping pills
- Antibiotic hand wipes
- Breath Mints or Breath Strips
- Extra Business Cards – **ALWAYS.**
- “Give Away” Brochures, information on you/your company
- Two copies of your current resume in separate 9x11 envelopes
- Two empty 9x11 envelopes
- Earplugs and/or noise reduction headphones
- IPOD/CD/tape player, etc.
- Headset for IPOD, CD/tape player or laptop
- Start running log of “cash count” and all expenses.
 - ☆Some use note recording for this; Your cell phone has a recording capability as well.

- ☆Some use hotel stationary to log expenses in each particular city and then place all receipts in hotel stationary envelope. Annotate location, time and date on envelope and place in one of the 9x11 envelopes with all other receipts.

AIRCRAFT ETIQUETTE

- Remember: First Class (or Delta Business Elite) is different than Coach Class-- especially on non-US airlines

- ☆Magazines are for First class passengers -- don't stop while boarding the aircraft and pick out a few on your way to 64F.

- ☆First Class bathrooms are for the First Class Cabin -- Just Stay Out.

- ☆First Class Cabin area is for First class passengers -- if you're not a ticketed First class passenger stay out.

- ☆If curtain is closed, separating First Class from Business or Coach Section, stay out.

- ☆Food in First Class is for First Class passengers. Stay out.

TIP: Don't ask for "what *they're* having." Bring your own snacks. This does not include hot food such as Pizza, meatball subs, etc. The smell of this to other passengers is awful – or if they haven't eaten, you'll need noise canceling headsets to prevent hearing their stomachs growling for the flight.

- ☆Don't whine and snivel about First Class "*not being fair.*" *It's not supposed to be fair.* The First Class passenger either paid thousands of dollars more to *not* sit next to you or have already spent thousands of dollars in earlier flights that is rewarded by the airline with an upgrade to a First Class seat. It's not personal and it's not about you. *It's Bitness* -- keeping dependable, paying customers coming back by offering them a perk.

- Control Your Bags! Banging your carry on into seated passengers as you walk down aisle is incredibly rude.

- ☆Take it off your shoulder and carry it in front of you. It's your bag; *handle it.*

- Stowing your carry on bags

- ☆Rule #1: Don't expect to hold up the boarding process by trying to jam a 200 lb. bag into the overhead. It isn't going to fit and the flight attendants or check in staff should have stopped you. Just check it through and quit whining. Plan better next time.

- ☆Rule #2: *The overhead space above you does not belong only to you.* Flight attendants or other passengers may have to move your bag to facilitate other bag storage.

- ☆For ease, try under the seat first

- ☆Use overhead across the aisle from you.

- ☆Overhead Etiquette: Don't place objects on someone's computer bag or other belongings without asking!

- ☆Keep an eye on your bag
- ☆Smaller women: don't try to place a heavy carry on in the overhead storage spaces. Ask someone to help. If you are a guy, don't sit there while a woman is obviously struggling with this—handle it.

UNRULY CHILDREN – NOT EVERYONE THINKS YOUR KID IS CUTE AND CHARMING.

- ☆They are your children; control them! You are the adult. If you don't control them (especially on long flights) don't be "offended" if passengers become very vocal and angry with you because you won't tell Timmy to stop kicking the seat in front of him. This is inconsiderate and unconscionable.
- ☆Drugs to calm your children are a quick remedy. Just do it.
- ☆Be sensitive to other passengers, i.e., don't allow your child to paw/grab a fellow passenger, pound the seat in front of you or fold your tray up and down and up and down and up and down....
Don't allow them to throw toys or handle noisemaking (including obnoxious little children tunes) items. Be especially conscious of your child's cleanliness and especially if in diapers, how they smell.
BUT, don't change them while you sit there...OMG....
- Don't be offended when a passenger asks for another seat...
- If you're around noisy children:
 - ☆Be understanding -- not much to do but accept it.
 - ☆You might ask for another seat but doubtful if there are any available. Ask when checking in if children are around you. If so, try for another seat.
 - ☆Don't be obnoxious--most parents hate it when their kids act up on an airplane. But parents who do nothing need to be told about it.
 - ☆Long flight? This is why you always pack sleeping pills
 - ☆Lay back and think of England....
- Don't be talking and laughing loudly.
- DON'T GET DRUNK: Show some restraint. The atmosphere in an airliner cabin is pressurized to about the same altitude as Denver, so any alcohol you consume will affect you more strongly than at sea level. Moderation is a good policy at any altitude. Alcohol and medicine? Be careful.
- Don't stretch, reaching over, etc., your neighbor to talk to another traveling colleague.
- Body Odor -- remember to use Mitchum deodorant when traveling.
- Bad Breath -- remember to use your carry-on breath mints/strips; and offer to your neighbor (he is the one who really needs it).

- Don't show the 1 Gig of family pictures on your phone to anyone. Have some mercy on your fellow traveller....
- Constant talking/yapping
 - ☆If it appears your travel mate doesn't want to speak to you don't push it. It's nothing personal. Many are so exhausted all they want to do is to be quiet or they have "thought intensive" work to finish.
- How to shut up a "yapper."
 - ☆Open your eyes wide and whisper that you're a psychopath recently released from prison on a technicality after 10 years and will strangle the next person who speaks to you.
 - Or, use the successful gambit, "Well, I've been trying to finish this book/article/work for some time, it's nothing personal, but" Then, take a break and talk with them later.
- Traveling with a dog? Drug the dog and keep them quiet – especially if it barks incessantly. Your vet can help you here.
- Before eating: wash your hands
- After eating: wash your hands
- After using the bathroom, wash your hands
 - ☆Carry on and use anti-biotic wipes
 - ☆Offer them to your neighbor
- Reclining your seat
 - ☆Look behind first then slowly recline your seat -- but not all the way. Respect the traveler behind you.
- Computers
 - ☆If using your laptop on a fold-down tray ensure your screen top is not "under" the recessed lip of seat back.
 - ❖Why? When the seat is reclined, your laptop can catch, jam, and since laptops have rubber "feet" it doesn't slide. Result, your \$700-1200 laptop screen just broke.
- AMATEUR TRAVELER IDENTIFYER:
Turn off your cell phones when aircraft door is closed.
If you forget and it rings you have been identified as a travel amateur/idiot or an obnoxious jerk who feels these rules are not for you. Also: DO NOT ANSWER IT! "Oh yes Shirley, we are taxiing for take off now – What's up?" (Another true Dr. Culture Travel Story...)
- Hand held computer games
 - ☆Use headphones or turn off volume so other passengers don't have to keep track of your score through obnoxious noises...
 - ☆Same advice for portable CD players

REQUIRED TOILETRIES YOU'LL BE GLAD YOU PACKED

- Razor/Blades
- Deodorant
- Toothbrush (2)

- Dental Flux
- Aspirin & other Pain relievers
- Vitamins – keep them in original containers!
- Nail clippers
- Cold/Flu remedies
- Aspirin/Pain Reliever
- Cold/Sinus Medication
- Contact Lens Preparation
- Antibiotic Ointment
- Antibiotic hand washing lotion-small bottle
- Other Personal Hygiene Items
- Band Aids of different sizes
- Small Round Tip Scissors
- For diarrhea: Kaopectate
- For severe diarrhea: Extra Strength Kaopectate
- For *especially severe* diarrhea:
 - ☆Fast Drying Window Putty (*just kidding* @!)

COMMUNICATION/TECHNOLOGY CONSIDERATIONS:

- ALWAYS CHECK POWER IN OTHER COUNTRY
 - ☆Is it 220-240 volts as found in Europe and Asia or US-style 110-120 volts?
 - ☆Will you need a transformer/voltage converter?
- Technical Info: Email/Fax arrangements.
 - ☆Do you need special plugs, etc?
 - ☆Always carry universal adapter device kit
 - ☆Adaptors for electrical outlets
- Complete your coordination with home office and family on email and contact
- Prepare hard copy of all emergency phone numbers for everyone in your family and for locations you'll be visiting, i.e., your organizational Point-Of-Contact, hotel name and address and phone number, American Embassy address and phone number, Medical Point-Of-Contact and phone number, etc. Don't expect your Blackberry/Cellphone to work everywhere.

CROSS CULTURAL COMMUNICATIONS SKILLS CHECKLIST:

- Language issues
 - ☆Translator needed?
 - ☆References of translator?
- Cultural Contrasting Components
 - ☆What is similar/identical?
 - ☆What is completely different?
- Culturally Competent Business Behavior
 - ☆Business Vs. Social -- is it different?
- Local areas of historical, religious and/or architectural interest

- Some Islamic areas require women to be covered, arms covered, etc.
 - ☆Traveling businesswomen should do same.
 - ☆Remember: the more status you have, the more you should cover.
- Know when/where shoes come off
- How do you sit? How do you not sit? Do not sit with soles of your feet facing anyone – ever; in taxis, restaurants, meetings – fagetaboutit. Get out of the habit now – remember, you are not at home...
- Is this a male-to-male touching culture?
 - ☆Remember if so, it usually prohibits/frowns on male-*female* public contact. Oddly, the reverse is true as well...
- Asia: Do you have your 3 Karaoke songs ready?
 - ☆Do others in your travel party know them?
 - ☆If not, practice now! Expect resistance from your colleagues on this!

FINAL DOUBLE CHECK

- Flight times, upgrades, type aircraft
 - ☆Can your travel people select your seats?
 - ☆Do they have a “profile” established for you?
 - ☆Don’t forget upgrades! Double Check.
- Hotel, Flight Reservations
- Put tickets and/or copy of itinerary in carry-on now.
- Wallet/Purse
- Money--less cash is best -- Two credit card maximum
- Credit Cards
 - ☆Enlarged copy (so you can read the phone numbers on back) of all credit cards and safely tuck them in your bags
 - DO NOT scan copies of credit card and keep in laptop file!
- Ensure Sanitized Laptop, Palm Pilot, Pocket PC – choose the password protection option for your trip – you can always remove it later. Use a significant alpha-numeric code -- that you can remember! For instance, your dream car: 07MBS65AMG
 - ☆SSNs, account numbers, etc., removed or coded
- Passport
 - ☆Copy of Passport in all bags?

SECURITY ISSUES

- ATM Card – Does your bank have reverse pin procedure? If you enter your pin in reverse it still dispenses cash but also dispatches police, marks surveillance camera inputs, etc. *If so, write this on your ATM card in the signature block.* Reason: if the bad guys get your card, they’ll see and use the code.
- Ensure your briefcase, carry on bag, jacket pockets, etc., have been inspected by you and items such as pepper spray devices, knives, karate tools, gun, etc., are removed.

- You may be selected for additional bag check and security inspection. Don't get upset and especially don't say anything stupid such as "I'm a businessman not a terrorist!" or "My wife is the real terrorist" (true story).
- Special Events (demonstrations, riots, etc.) at destinations?
- State Department country updates checked? These are OK – better than nothing for general knowledge.
- Islamic Regions: Is it Ramadan? Is it time for the Hadj?
- Accessed travel help sites on the Web?
 - ☆ www.interlinkconsulting.com
 - ☆ www.drculture.com
 - ☆ Kidnap Insurance required?
 - ☆ Don't tell anyone you have it!
- Unusual political activity at destination?
- Leave behind:
 - ☆ Expensive jewelry, expensive wedding ring, etc. Expensive jewelry that says "something special" about you only speaks to the bad guys.
 - ☆ Unnecessary credit cards, photos, hidden house key, library cards, etc.
- Instead take this:
 - ☆ Inexpensive, "low-profile" jewelry, watch, etc.
 - ☆ Maximum of two credit cards, conservative family photos and (if traveling in Islamic Countries) pocket Koran and English/Arabic dictionary
- Company representative meeting you at airport or train station?
 - ☆ If so, what is their name?
 - ☆ What is their phone number? Local home, cell, etc.
 - ☆ Make contact prior to your departure to finalize pickup.
 - ❖ Ensure the representative understands *there cannot be any changes, i.e., at last minute someone else is assigned to pick you up.* 24 hrs prior is last chance.
 - ☆ Don't ever get in car with last minute replacement.
- Leave complete itinerary (hotel names, airline flight numbers, etc.) with friend and office colleague as well as family
- Leave all additional information on those who are to transport you, from where to where, when, how, etc.
 - ☆ (See Dr. Culture's Travel Sequencing Form)
- Is security detail and/or personal protection individual(s) required when traveling in country?
 - ☆ How many? High profile or low?
 - ☆ Weapons required/allowed? Legal Considerations?
 - ☆ Utilizing home company security personnel?
 - ❖ If not, which indigenous organization?
 - ❖ References?
 - ❖ List of personnel assigned to security.
 - ❖ Information required on each one

- ❖ Ensure they understand no changes to prior approved security detail list -- *not one.*
- Duress Codes--Coordinate with family and office
 - ☆ One Phrase/Word for Duress/Help (Amber)
 - ☆ One Phrase/Word for slight injury (Fat Cat)
 - ☆ One Phrase/Word for painful injury (Tailight)
 - ☆ One Phrase/Word for “I’m OK” (Cheeseburger)
 - ☆ One Phrase/Word for “Not OK” (Hot Dog)
 - ☆ These code words can be used separately, i.e., “*Did you replace the amber taillight on the car?*” or together in a sentence to communicate more information: “*I’m fine and being treated well. You know, I saw an old amber, fat cat just like ours yesterday. It was eating a hot dog -- ugh!*”
- One Phrase/Word to communicate pending threat against your family to a family member and to convene at a pre-determined safe house; a location known only to family members, i.e., “*Have you heard from Grandmother?*”
- To positively identify you over phone, etc., one question someone could ask you that only you could answer, i.e., “*What is the most beautiful car in the world?*” And, an answer you, your family, and the home office know, i.e., “*1966 Shelby 427 Cobra.*” This information and procedure should be handled as “Extremely Confidential”/”Top Secret”/”Highly Controlled” information and should be immediately available to those at the home office for *every traveling organizational member.*
- At night in hotel, your DEFCON laptop security device can double as motion detector. Loop the cable around the door handle and activate. If the door is moved the motion detector will immediate sound, awaking you and most likely frightening off the would-be intruder.

MORE SECURITY ISSUES -- THINGS TO AVOID:

- Ignoring your Inner Voice.
 - ☆ Men: This is your *gift of fear* speaking to you. Listen to it.
 - ❖ Don’t feel odd crossing to other side of street, asking for different room, etc. If something seems unusual or suspicious, *move!*
 - ☆ Women: Same advice but women seem do this much better than men.
- Shorts -- on men or women – anywhere, anytime, except poolside or on the beach. I don’t care how “comfy” they feel. It’s not about you and your individual comfort.
- Traveling alone day or night

- Walking along the curb of streets – kidnappers, bag snatchers on motorcycles regularly prowl here
- Beggars, and/or street women with babies
- People who stop you and ask for the time
- “Short cuts” through dark streets
- People who ask you to carry baggage through customs
 - ☆(Really, it does still happen!)
 - ☆Be wary of stranger who asks you to watch their bag
- Being first in elevator
 - ☆Always be *last* into elevator
 - ☆ Be watchful for someone dashing in as doors close, particularly if there is another person already in the elevator. First choice is to step out if possible (difficult with bags) and take next elevator up or physically prevent them from entering. If they are legitimate, they’ll take the next elevator. Of course, they’ll think you’re an obnoxious SOB.
- Other distractions
 - ☆*Pay Attention!* Always maintain heightened sense of awareness.
- Drugs
 - ☆What else can be said about this? Penalties can be severe, even death in some countries, while long prison sentences in horrific conditions are likely in others. Be especially attentive to your bags in airports, etc., as this is perfect opportunity to plant drugs in your bags in order for you to “mule” them to another country/location. In Singapore, ensure you have your prescription drugs in the bottles with your name on them.
- Public demonstrations and large crowds.
 - ☆If there is trouble on the street, stay indoors.
 - ☆Keep yourself informed of local developments that could affect your personal safety.

MORE THINGS TO AVOID

- A stranger’s offer of free drink at local establishment
 - ☆Never forget about possible scopolamine or other drugs that are regularly used on the unsuspecting. Druggings followed by assaults and robberies are very common in many areas.
- Private gambling clubs
- Any “deal” too good to be true
- Don’t wander into dangerous situations or do provocative things
- In some societies, unescorted women are viewed as prostitutes, etc., and men may harass an unprotected woman.
 - ☆Getting angry, etc., only works against you. Stay calm.
 - ☆Get out of the situation.
 - ☆If a police officer is nearby, seek protection
 - ☆BUT can the police can be trusted?

- Hitchhiking -- *are you kidding?*
- A “bum bag” or “belly-bag.” This is a “*come rob me*” sign -- particularly if worn on your backside
- Giving strangers your home contact details or your hotel room number.
- Leaving valuables in the hotel room.
 - ☆ Don’t hide your money in your socks or toiletry bag. Use hotel safety deposit boxes.

DEPARTURE FOR HOME OR NEXT DESTINATION

- Repeat earlier components as found in Security, travel Checklists as well as the following:
 - ☆ ALWAYS ask/determine if there is an “exit fee” tax, etc. These are usually affordable, moderate and more of an inconvenience than anything else—unless you’ve spent all your cash. In short; you won’t leave until you have paid this so keep an extra \$20-30 stashed. In Thailand they conveniently have tax machines that accept all credit cards.

GO-NO GO?

- The final decision to get on the aircraft is *yours*
- Dealing with bad weather
 - ☆ Monsoon-like rains? Consider flying out tomorrow.
 - ☆ Snow and icing? Usually, deicing procedures are extremely effective.
 - ☆ Thunderstorms? If you are really spooked by this and wind shear issues, take a later flight.
- How do you get off the plane gracefully?
 - ☆ Easy and smoothly -- don’t forget a ticket change fee will probably be levied when you try to schedule another flight.
 - ☆ If you’ve decided to not take the flight, it would be best to not get on board in the first place. Go to ticket agent and ask for later flight and make the arrangements.

ARRIVAL AT HOME AIRPORT

- As you wait for bags, consider taking your checked luggage receipt (gummed sticker on your ticket jacket to the baggage office to see if your bags made it or not. If not, then you can go directly home and not have to waste another 30-45 minutes to get the bad news.

FOLLOW UP TO TRIP

- Thank You cards and/or gifts to those special people who smoothed the way for you; concierge, hotel managers, especially professional flight attendants, etc.
 - ☆ This is critical because (1) *you may be back*, however, now you have a personal relationship with

these individuals --always helpful (2) these are often promotion fostering items and (3) *you said you would.*

- Add reminder on your contact manager program calendar program you use for appointments to send another follow-up note in 6-8 months thanking them about the great service, etc. This is *relationship maintenance* and in the international business world, dependable personal relationships and contacts are meaningful.
- Thank you cards to company personnel assisting during visit.
- Thank you letters and commendations to foreign national translators, security personnel and other locals who assisted you during the visit.
- Emails and notes to those you met during your trip and promised to email as soon as you returned.
- Prepare travel voucher, trip reports
 - ☆ Make copies of all vouchers, all receipts and all assorted correspondence you submit.
- Turn in voucher
- Begin planning for next trip...

ADDENDUM follows:

Dr. Culture's Tips for Safe Travel During Dangerous Times

1. **Be especially aware of your surroundings.** When traveling by air or rail from parking your vehicle to walking through the airport, don't be paranoid but respond to erratic behavior that you know is "just not right." You don't want to ever say, "I thought those two looked bad," or something similar. And, if someone boards your train with large bag (such as what happened in Germany in August '07 – turned out to be a propane bomb) and they get off at next stop but "forget" their bag – it is time for you to forget your train ride. Get off immediately, notify an authority ASAP. You may only have a couple of minutes to act. LISTEN TO YOUR GIFT OF FEAR.
2. **If there is a security incident** forcing cancellation or delay of your flight, evacuation of airport, etc., quietly follow the directions of the air crew and security personnel.
3. **Don't do dumb things.** Understand that most everyone in the airline and rail transportation security world is braced for some type of terrorist attack. If you drink alcohol, don't drink too much before boarding the

- aircraft. And, use restroom before boarding. This becomes critical when you sit on the runway for two hours before taking off in the event there is a security issue.
4. **Eat before you get to the airport.** This becomes critical when you sit on the runway for two hours before taking off in the event there is a security issue. Don't expect an hour to be enough time at the airport. Plan for two hours and bring a book.
 5. **Watch for unattended bags.** If you see any—tell someone. *And, do not leave **your** bags unattended* – even for a minute. I have seen people leave their bags outside an airport restroom for several minutes -- no one said anything except me! If you tell someone in authority and they do nothing -- you have my permission to become belligerent and call the police. Earlier this year at the Orlando airport I saw approximately 10 plastic shopping-type bags -- each with something in it -- around a square bench. Since there was no one paying attention to them, I peeked into one (I am a professional after all....) and saw a large phone book in each one. I then noticed each bag had the name of an airport concession or shop written on it. I went to nearby concession and asked the clerk about the bags. "Oh yea," they've been there all afternoon." I asked why he didn't call security and he replied, "Not my job." I became belligerent and called the cops -- and you should too.
 6. **Don't wear lace-up shoes.** Expect to take off your shoes – this shouldn't be a surprise any more. And, don't attempt to sit on security table while removing your shoes. And, plan ahead here; you want slip-on type shoes that allow you a smooth trip through security. **CELL PHONE GOES INTO THE TRAY IN YOUR SHOES** so (1) you don't try to carry it through detector and (2) you won't forget it. Take off your three pound metal ID bracelet or other large jewelry. If you have a heavy watch or maybe a rodeo belt-buckle capable of receiving Dish TV, take them off too. Expect these things to activate the detector, inconveniencing everyone behind you as you go through the detector again...and again. Before you get to the security checkpoint, sanitize yourself of metal objects. Get rid of your pocket change, pens, nail clippers, eye lash tool, knives, gum, hair spray, wallet chains, lighters, metal framed family photos, silver trays with matching chalices, or toasters, etc.
 7. **Don't make a social statement** – like I heard recently when a woman had to throw away her 12 ounce bottle of hand cream before proceeding through security. Her sarcastic – snotty -- comment to a hard working TSA type "*I guess I'll just have chapped hands this trip*" was enough for me to apologize to him for her. Amateurs....
 8. **Don't make political statements** when going through security such as, "we're no safer today than we were 5 years ago" which (1) is absurd (2) could be interpreted as a threat or challenge to the security personnel/system and (3) denies the great work being done by your security folks across the country. Be pleasant, thank them, and move along.

9. **Considering prohibition on liquids**, etc., just pack everything in your checked baggage. What do you really *NEED* to carry on anyway? Do you really need to carry-on your toaster? (Could I make this up?) Don't carry vitamins or unnecessary items. **Dr. Culture Secret Tip:** Pack blocks of Marzipan or Spanish/Cuban Turrón candy in your checked luggage because it looks suspiciously like plastic explosives to the security x-ray machine. If you want aspirin, purchase them at airport once you've cleared security. Liquids go in sealed plastic bags and stowed in safe place in your checked luggage. Always pack prescription medications in your carry on. Unless you *NEED* (within the next week) other medicine during the trip just pack it as well in your checked luggage. You should already have a copy of your prescriptions in your wallet or purse, right? If your luggage is lost and you need your medicine, you'll be glad you have the copy.

10. **Dr. Culture Travel Tip:** If traveling with someone else, put a full set of clothes and minimum toiletries in each other's bags. Why? When/if one of you loses your bag at least you'll have one set of clothes and toiletries while waiting for delayed delivery of your bag.