

GLOBAL BUSINESS TRAVEL



TRAVELER PRO TIPS: WAYS TO HELP MAINTAIN YOUR HEALTH AND SAFETY WHEN ATTENDING A MEETING OR EVENT



WHILE VIRTUAL MEETING PLATFORMS HAVE BEEN SUCCESSFULLY UTILIZED OVER THE PAST MONTHS, THERE'S NOTHING QUITE LIKE FACETIME.

WITH THE LIFTING OF TRAVEL AND QUARANTINE RESTRICTIONS, THERE COMES A NEED TO RESPONSIBLY GET THE WORLD MEETING IN-PERSON AGAIN. AHEAD OF YOUR NEXT MEETING OR EVENT, HERE ARE SOME BASIC TIPS TO REVIEW.



PLANNING YOUR ATTENDANCE: First things first, weigh your options of attending the event virtually or in-person. While virtual meetings can't replace face-to-face interactions, when necessary, they can be a great way to connect if you are not comfortable or able to physically attend. Some meeting organizers even provide a hybrid meeting format that includes both in-person and virtual guests.



WHAT TO KNOW BEFORE YOU GO: After you make the decision to attend an event in person, feel free to confirm with organizers to see which health and safety measures will be in place during your stay, such as temperature checks, personal protective equipment, and/or social distancing. Additionally, organizers may have staggered arrival times to avoid large crowds, so be sure to check and stick to the guidelines provided. Most importantly, if you are expressing symptoms of illness such as fever, cough, or chills ahead of the event, refrain from attending altogether!



HOTEL ACCOMMODATIONS: The meeting organizer may provide a hotel or selection of hotels designated for the meeting or event. If you feel uncomfortable staying there, feel free to select an alternative in areas that will be less crowded, even if that means selecting a hotel farther away from the venue.



HEADING TO YOUR EVENT: Ground transportation may be pre-organized for larger affairs. Again, should you feel uncomfortable about this, opt for alternative transportation. If traveling via rideshare or public transit, try to plan your departure time to avoid peak travel hours that may increase trip times and exposure. If feasible, consider traveling via a rented or personal vehicle which may reduce contact with other individuals. Make sure you have masks, hand sanitizer, and other personal protective supplies to last the duration of your trip.



ARRIVING AT THE EVENT: As a courtesy to others, replace used personal protective equipment, especially those worn in public places. Upon entering the venue, have a new mask on and ready for use. During registration, take advantage of contactless or mobile technology to check-in and view schedules or agendas to minimize physical interactions.



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DURING THE MEETING: Be sure to always maintain social distancing, minimizing contact wherever possible, even when seated for talks or presentations. Additionally, aim to bring your own pens, paper, tablets, laptops, etc. for notes. Avoid handshakes and other physical greetings when acknowledging other guests.



CONSUMING FOOD AND DRINK: For break times, bring your own snacks and beverages to tide you over between meals. During formal mealtimes, your meeting organizer may have pre-arranged settings for food and beverage. Though the meeting organizer may forgo them anyway, avoid buffet or self-serve options. Also, be sure to avoid crowds when dining. Additionally, use prepackaged cutlery and disinfect your table, chairs, and hands before beginning to eat.



LEAVING THE EVENT: Avoid lingering at the venue after the event. You may wish to dispose of and replace your personal protective equipment before heading to your next destination. When settled, be sure to sanitize any personal effects that were brought into or from the event space.



For more helpful travel tips, visit [Travel Vitals™](#) to stay up to date on the latest travel information like travel restrictions, required personal protective equipment, and quarantine mandates before you step out the door.

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