



Attention Business Travelers!!

To: Business Travelers (Veterans *and* Rookies)
From: Embassy Suites Hotels
Date: August 2009
Re: Road Warriors Share Their Secrets about Successful Business Travel **What Business Travelers Really Need to Know on the Road**

Embassy Suites Hotels conducted a survey of working Americans who took at least one business trip in the past year to tap into the mindset and experiences of seasoned business travelers and offer words of wisdom to rookies just entering the workforce. The following information is a sample of insights gleaned from that survey. For more in-depth tips, tools and resources to help keep you execute the perfect “balanced” business trip, visit BusinessBalance.com.

Before you hit the road . . .

Seasoned business travelers are prepared before leaving on their trips. Follow these simple rules of thumb to avoid “rookie” mistakes:

- Sixty-eight percent of veteran travelers advise **always having cash handy for cabs** – you don’t want to be left out in the cold at baggage claim!
- **Almost half of travelers** surveyed (41%) recommend setting **not one, but TWO alarms the morning of an important meeting**. You can sleep *after* the big presentation.
- Fifty-eight percent of travelers suggest packing **an extra outfit in case of untimely spills**. **There’s nothing worse than making a first impression with mustard on your tie, instead of a mustard-colored tie.**

No worries, even veterans make mistakes . . .

Even the savviest business travelers encounter their fair share of mishaps on the road. The key is to take it all in stride and know that everyone occasionally gets a little rain on their parade.

- **Thirty-three percent of business travelers surveyed have spilled food or drink on their clothes** en route to a client meeting (hence why over half recommend packing that extra suit!)
- **Almost a quarter of respondents (24%) have mispronounced a client’s name or referred to a client by the wrong name**. 64% handled the situation by apologizing profusely, whereas three percent actually turned bright red and ran away (*not recommended*)!
- 16% of surveyed travelers admitted to completely blanking out during a presentation to the client. So how’d they handle it? Almost half made fun of themselves (45%) and moved past it! Humor can go a long way

Don’t let the economy cramp your style . . .

Though the economy has admittedly affected 75% of business travelers in one way or another, veteran travelers are all about finding value on the road.

- While 51% of business travelers are traveling less due to the economy, those still traveling are **using smart tactics to streamline expenses** such as booking stays at “good value” hotels (27%) and flying coach (26%).
- Veteran business travelers know to **look for the comforts of home at an affordable price**, many more citing the value of the hotel relative to price (79%) as more important than staying in a four-star hotel (32%)
- Money-savvy business travelers expect certain perks from their accommodations that come without emptying their wallet, such as **free breakfast** (45%), **a separate office area** (21%), and **even free drinks & hors d’oeuvres** (8%) – all which are included at Embassy Suites Hotels! (*and interestingly enough, women look for free breakfast more than men, while men want a separate office area more than women*)