



EMBASSY SUITES
HOTELS®

Attention Business Travelers!

To: All Business Travelers

From: Embassy Suites Hotels

Date: August 2009

Re: Tips for a Successful Business Trip

Business travel can be stressful – airport delays, living out of a suitcase, forgetting to pack important items. Embassy Suites Hotels wants to help you ensure your next business trip is a successful one. In a recent survey, seasoned business travelers offered the following tips:

- ☑ **Pack your clothes the night before** you depart so that you don't have to rush or wake up extra early the morning of your trip.
- ☑ Always **pack an extra suit** or other appropriate work attire in case you spill something.
- ☑ Be sure to **print (and carry with you) your flight or train information** and have your booking confirmation details handy – you never know when you may encounter problems at the check-in desk.
- ☑ When you're on the road, **set two alarms** the morning of an important meeting to ensure you don't over sleep – or sleep through the meeting entirely!
- ☑ **Be mindful of expenses.** Look for last-minute, inexpensive airfares and book rooms at affordable, upscale hotels that offer various complimentary services, such as breakfast.
- ☑ Utilize **complimentary hotel shuttles** to and from the airport.
- ☑ Be sure to **carry extra cash** for cab rides.
- ☑ **Only dress in business attire** if you are going directly to a business function; otherwise, travel in comfortable clothes and change when you arrive at your destination.
- ☑ **Keep a flash drive** with you at all times for easy access to business documents.
- ☑ If you're an avid gym-goer, your workouts do not have to suffer just because you are traveling. Book hotels that offer **complimentary gyms and/or pools** and maintain your routine.
- ☑ Look for hotels that offer a **separate office area within the suite/room** so that you have room to spread out your work separate from the time you want to relax.
- ☑ **Take advantage of being in a new city!** Go for a walk, enjoy the sights and taste the local flavors. Business travel can be fun if you let it!

For more in-depth tips, tools and resources to help you execute the perfect "balanced" business trip, visit BusinessBalance.com