

Methodological tool: Prepare the itinerary

Number of methodological Tool	EUPA_LO_022_M_025
Work Area Code and Title	WA7 BUSINESS TRAVEL, DIARY SYSTEMS, MEETING ORGANIZATION AND EVENT MANAGEMENT
Unit Code and Title	2.13 Recommend business travel and accommodation arrangements and prepare relevant documentation
Learning Outcome Number and Title	LO022: Demonstrate the ability to produce and collate travel documentation within an appropriate timescale in order to meet traveller's needs and legal requirements (e.g. visa procedures)
Title of methodological tool	Prepare the itinerary
Objective of the methodological tool	After the completion of this simulation the participants will be in a position to: <ul style="list-style-type: none"> produce and collate travel documentation within an appropriate timescale
Individual or group exercise	<input checked="" type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input checked="" type="checkbox"/> Simulation
Description of the exercise	<p>This exercise is a continuation of the previous methodological tool.</p> <p>The following information is added to the scenario mentioned in the methodological tool with number 24.</p> <ol style="list-style-type: none"> During his trip to London, the manager has to also arrange to meet an advertising agency that will probably handle the marketing campaign of the company. Moreover, he wants to meet with an old university friend. The secretary has already booked the two meetings. On the 13th of September he will meet with his university friend for dinner and drinks. On the 14th of September, at 18:30 o'clock, he will have a meeting with the marketing agency at the hotel, and then the manager is invited by the marketing agency for dinner (place to be confirmed). <p>The participants are requested to develop the itinerary for the journey, taking into consideration legal requirements (if applicable).</p>

Exercise is accompanied by	-
Exercise solution	<p>The following is a draft, since the exact itinerary will depend on the flights selected.</p> <p>12/09/2012 xx:xx Departure from residence to Larnaca airport xx:xx Departure from Larnaca airport to London (..... airport). xx:xx Arrival to London You can take a taxi to take you to the hotel (hotel details shown on the travel contact list)</p> <p>13/09/2012 09:00 Meeting The meeting venue details are presented on the travel contact list. It will take approximately 30 minutes by taxi to get to the meeting venue 17:00 Meeting is completed The host will arrange a taxi to take you to the hotel 20:00 Your friend will pick you up from the hotel Friend's mobile number is 0044-61-393938</p> <p>14/09/2012 09:00 Meeting 17:00 Meeting is completed The host will arrange a taxi to take you to the hotel 18:30 Meeting with Mr Ryde and Ms Smith from the marketing agency. Their phone numbers are listed on the travel contact list.</p> <p>15/09/2012-Free day Here is a list of suggestions</p> <ul style="list-style-type: none"> • • • <p>16/09/2012 - Departure day xx:xx Departure from the hotel xx:xx Departure from London (..... airport)to Larnaca airport.</p>

Other comments to the trainer	The trainers should take into account both the traditional ways of organising a business trip and the modern ways (web check in, offers via net, etc.)
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