

Methodological tool: Booking the travel and accommodation selected

Number of methodological Tool	EUPA_LO_065_M_001
Work Area Code and Title	WA7: Business Travel, Diary Systems, Meeting organization and event management
Unit Code and Title	3.10 Organise business travel and accommodation arrangements
Learning Outcome Number and Title	LO65: Demonstrate ability to book travel arrangements and accommodation as agreed with the traveller in conformity with budgetary procedures.
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> 1. List different booking options for travel and accommodation 2. Demonstrate the booking process for different travel and accommodation types 3. Combine autonomously several booking options in order to book the best option for the client in conformity with budgetary procedures 4. Select different alternatives of booking options for the traveller
Approximate Time needed for the completion of this exercise	20 minutes
Individual or group exercise	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input type="checkbox"/> Written exercise <input checked="" type="checkbox"/> Group exercise <input type="checkbox"/> Video analysis <input checked="" type="checkbox"/> Simulation <input type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input checked="" type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role play <input type="checkbox"/> Group discussion <input checked="" type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	This is a follow up exercise for the LO_064_M_001 During the previous methodological tool you selected certain hotel and airline.

	In small group, try to go through the process of the booking of the travel arrangements from the previous exercise. 1.What sources and options will you utilize? 2.Try to enter booking details and proceed with as many steps as possible.
Exercise is accompanied by	Computer with internet connection
Exercise solution	Learners will need to use booking sites to search and enter the details for the booking to be able to come up with additional questions and possibilities such as baggage, details of accommodation type and room, insurance options, special meal requirements...
Other comments to the trainer	N/A