

## Methodological tool: Bon Voyage

Number of methodological Tool	<b>EUPA_LO_069_M_001</b>
Work Area Code and Title	<b>WA7: Business Travel, Diary Systems, Meeting organization and event management</b>
Unit Code and Title	<b>3.10 Organise business travel and accommodation arrangements</b>
Learning Outcome Number and Title	<b>LO69: Provide the traveler with an itinerary and required documents in good time and confirm with the traveler that itinerary and documents meet requirements.</b>
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> <li>1. Put together an itinerary</li> <li>2. Collate all necessary documents for the travel</li> </ol>
Approximate Time needed for the completion of this exercise	15 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 type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role play <input checked="" type="checkbox"/> Group discussion <input checked="" type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	<p>This exercise is a follow up on LO64 and LO65 exercise.</p> <p>Learners are provided additional information:</p> <ul style="list-style-type: none"> <li>- The meeting will take place at 15:30 in the room 45 and last approx. 2 hours</li> <li>- After the meeting there will be a dinner at the Rules Restaurant in Covent garden 19:30</li> </ul> <p>A, Create an itinerary for your manager according to the given examples and fill in all the information you have</p> <p>B, Highlight all necessary and missing information and prepare additional questions.</p> <p>C, List all the documents that you will have to prepare together with</p>

	the itinerary D, produce a map with instructions how to get from the airport to hotel by public transport
Exercise is accompanied by	Computer with internet connection
Exercise solution	Learners should utilize all the information they have acquired during this module
Other comments to the trainer	N/A

