

Methodological tool: Recommend an itinerary

Number of methodological Tool	EUPA_LO_021_M_01
Work Area Code and Title	WA7: Business travel, diary systems, meeting organisation and event management
Unit Code and Title	2.13: Recommend business travel and accommodation arrangements and prepare relevant documentation
Learning Outcome Number and Title	LO021: Demonstrate the ability to recommend business travel and accommodation arrangements in accordance with a deadline and in line with budget requirements and organisational procedures
Title of methodological tool	Recommend an itinerary
Objective of the methodological tool	After the completion of this simulation the participants will be in a position to: 1. make recommendations and arrangements for business travels
Individual or group exercise	<input checked="" type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input type="checkbox"/> Written 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 type="checkbox"/> Competition <input type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise	<p>Participants are provided with the following scenario and are being requested to identify flights and hotel that meet the criteria. To achieve this objective the participants have access to a telephone and to an internet connection.</p> <p>SCENARIO:</p> <p>Your manager needs to attend a meeting on the 13th and the 14th of September. The meeting will take place in London (Hammersmith). The meeting will commence on the 13th of September at 09:00 o'clock and will be completed on the 14th of September at 17:00 o'clock. However, your manager wants to spend the 15th of September in London and return on the 16th.</p> <p>The hotel should have internet connection in the room. A single</p>

	room is needed. The reservation should be on a bed and breakfast basis. The budget for this business trip is 950 euros.
Exercise is accompanied by	-
Exercise solution	The participants must be in a position to search alternatives in terms of travelling and accommodation. The best alternative should be suggested. The learners should take into account the area of the meeting and suggest a convenient hotel, probably through the use of Google maps.
Other comments to the trainer	-

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