

refer clients to reputable hotels or list these hotels on the post's Web site. If you have negotiated hotel discounts for visiting business people, put this information and instructions on your Web site.

4. Consider hotels or other services in terms of their cost and location (e.g., their proximity to downtown, the business district, the post, and so on).
5. Use support staff to provide visit information to the client.
6. Use the post's Web site to provide basic visit information, visa and length-of-stay regulations, vaccination requirements, the average cost of a business trip, recommended dress code, and the like.

Average time you should spend:

Not applicable