



## IMPORTANT ADVICE FOR THE BUSINESS TRAVELLER

### 8.5 UPON ARRIVAL ABROAD

Re-confirm your appointments and your onward or return flights.

Contact the Canadian mission if you expect its assistance and let it know where you are staying should it need to reach you.

### 8.6 CALL YOUR AIRLINE COMPANY

In many foreign countries, airlines require you to confirm reservations, even on issued tickets, well in advance. If you don't, you may lose your reserved space. Check with the airline for exact requirements.

### 8.7 AVOID PITFALLS

Review the business and cultural practices of the country you are visiting.

- ***Standards of business attire differ from country to country.***

In some tropical countries, for instance, you are expected to wear a business suit regardless of the heat, while in others, a jacket is optional.

- ***Find out in advance about gestures or body language that may be considered to be offensive.***
- ***Find out what you may encounter in the way of business entertainment practices.***
- ***Take plenty of business cards with you and enquire about local business card etiquette. In Japan, for instance, it is considered rude to accept a business card and immediately put it in your pocket. Politeness requires you to study it carefully, nod and make a relevant comment.***
- ***When in doubt, seek the advice of Canadian mission personnel.***
- ***No one will be insulted if you arrive early for a meeting.***