



Last updated: December 1st, 1998

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## Services to businesses - Visit Information

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### What it is:

- Advice to help the client organize a trip to your territory.
- Includes names of local transport providers, translators, interpreters and business support services.

### What it is not:

- A booking service, an itinerary for the client's visit or a tourist guide for business visitors.
- Publish this type of information on your Web site and refer clients there.

Visit Information is practical advice on the timing and organizing of your client's trip. Advise the client to use a travel agent to make appropriate hotel and travel arrangements.

### What you need from the client:

- A clear understanding that the client will use a travel agent to make travel and accommodation arrangements.
- A brief but clear answer to the following questions: 1. When do you plan to visit the market? 2. Have you considered adapting your company, product literature and business cards to the market?

### What the client needs from you:

- Accurate, up-to-date information.
- Information focused on the client's needs. For example, clients consider it a basic service for posts to recommend reputable hotels in safe neighbourhoods.

### Guidelines:

1. Inform the client if the planned visit coincides with scheduled local events including religious and school holidays or major special events such as sporting events, conventions or concerts. Such events can affect the availability of hotel rooms and local contacts.
2. Make sure you communicate safety considerations (such as travel advisories) to clients expecting to visit the market. Our consular service publishes [travel advisories](#) on the InfoExport Web site.
3. Do not make hotel reservations for clients. This practice taxes our limited resources. However, in your written communications, you may