



PRE-DEPARTURE CHECK LISTS

A – SUPPORT MATERIAL CHECK LIST		TARGET DATES
<input type="checkbox"/>	Business plan or proposal	
<input type="checkbox"/>	The type of investment you seek	
<input type="checkbox"/>	What's in it for the investor	
<input type="checkbox"/>	Company profile	
<input type="checkbox"/>	Business cards	
<input type="checkbox"/>	Letters of introduction from your bank, your auditor or your lawyer	
<input type="checkbox"/>	Complimentary gifts relating to your business. Seek the advice of the mission as to their appropriateness.	
<input type="checkbox"/>	Photograph album showing your products or service facilities, major projects or other relevant materials	
<input type="checkbox"/>	Letterhead stationery	
<input type="checkbox"/>	Samples of your products or services	
<input type="checkbox"/>	A/V projector and slides	
<input type="checkbox"/>	Dictaphone to record decisions and required follow-up action	
B – TRAVEL DOCUMENTS CHECK LIST		TARGET DATES
<input type="checkbox"/>	Valid Canadian passport	
<input type="checkbox"/>	Any visas or entry permits required	
<input type="checkbox"/>	Immunizations required	
<input type="checkbox"/>	Certificate of vaccinations	
<input type="checkbox"/>	Confirmed airline and hotel reservations	
<input type="checkbox"/>	International driver's licence (if you plan to rent a car)	
C – ON-SITE ARRANGEMENTS CHECK LIST		TARGET DATES
<input type="checkbox"/>	Confirm interpretation arrangements, if needed.	
<input type="checkbox"/>	Confirm that your A/V equipment is compatible with the local power supply and that this equipment is really needed.	