



## 8.0 SOME PRACTICAL ADVICE ON LOGISTICS

Make sure that you plan your trip abroad carefully and well in advance.

### 8.1 RIGHT TIME, WRONG TIME

Arrange your itinerary to avoid holidays, feast days and other special periods. Ensure that you do not find yourself on site when business activity traditionally slows down.

- *Summer, generally speaking, is not the best time to get things done in Europe. Business tends to slow down during school vacations and many companies close between mid-June and mid-August.*
- *Make sure you know the normal hours of work. Don't assume they correspond to those in Canada.*
- *Avoid the pitfall of a schedule that is too tight.*
- *Give yourself time to adjust and rest between the time you arrive and your first meeting. Jet-lag can be debilitating.*
- *Give yourself time between meetings. Allow for much heavier traffic congestion than in Canada.*
- *Choose a hotel that is close to the Canadian mission or to the companies you intend to visit.*

### 8.2 IF YOU BRING AUDIOVISUAL EQUIPMENT

Make sure it is compatible with the voltage and electricity outlets in the country of destination. Make sure your host knows in advance of your intentions and that such a presentation will be convenient.

### 8.3 PLANNING TO RENT A CAR?

Get an international driver's licence before you leave Canada. These are available, in person or by mail, from the Canadian Automobile Association (CAA). You will need to present your valid Canadian driver's licence and two passport-sized photographs, signed on the signature strip or on the back. The fee was \$10 as of January 1995.