

HELPFUL HINTS ON TRAVEL PLANNING:

1. Luggage Check-List Items:

A ready-made luggage check-list items will ensure no essential items are overlooked before starting your journey as exemplified below :-

	Things to Bring	Description of Items
		Examples only:
1	Documents/Money	Passport, visa, travel checks, credit card, etc.
2	Wear Items #	Clothing (summer/winter), casual & night wear, etc.
3	Daily Utensils	Small umbrella, toothpaste, shaver, cameras, etc.
4	Cosmetic, Medicine	Facial creams, perfume, common sickness medicine, etc.
5	Last minute items	Disconnect car battery, timer switch on lighting, etc.

Prior knowledge of the prevailing climatic conditions during your proposed visit will enable you to choose suitable clothing whether for summer or winter by reference to the *World Temperature Conditions – pages 59 to 60*. Wrong choice of clothing may upset your travelling and a good quality baggage is essential - *page 107*.

2. Flight Schedules Reminder:

Travellers with multi-flight schedules are advised to prepare a synoptic flight time-table to facilitate checking purposes as illustrated below :-

Date	From	To	Flight No.	Flight Time	* Ready by
16 th Feb - Tue	KualaLumpur	Singapore	MH 603	9.30 am	6.00 am
16 th Feb – Tue	Singapore	London	SQ 320	12.30 pm	-
20 th Feb - Sat	London	Rome	BA 554	11.10 am	8.00 am
26 th Feb - Fri	Rome	London	BA 555	3.40 pm	1.00 pm
6 th Feb - Sat	London	KualaLumpur	BA 033	7.15 pm	3.30 pm

* For ready to leave for airport, travellers are advised to refer to the *International Airports Information – pages 75 to 76* to estimate the time required based on the distance to the airport and the traffic conditions. Thus, a synopsis will serve as a useful reminder of your flight schedules whereas a missing flight can be a painful experience.

3. Daily Travel Program:

The Program is designed primarily for more efficient time management and planning purposes to record the daily travel schedules so that important things or appointments are not overlooked. The following example illustrates briefly the application of the Daily Travel Program, say to China :-

Date/ Time	Day: 1 st April Things to Do:	Day: 1 Sightseeing	Meeting Place/ Name of Person	Shopping (Itemize)
Tuesday:			Meet Tour Guide	
8.00 am			at hotel lobby	
10.00 am		Visit Great Wall		Souvenir gifts
6.00 pm	Meet local agents		Agents' Office	
7.00 pm	Cocktail Party		Hotel Ballroom	
11.00 pm	Call home			