



Top 10 tips for women business travellers.

#1 PREPARATION:

Do plenty of research before you go and plan ahead – know where you are going and how you're going to get there. If travelling by air, how to get from the airport to the hotel.

Whenever possible, avoiding landing late at night – it's easier and safer to navigate during daylight hours.



#2 BE DISCREET:

On social media: don't post details about where you're going to be, how you are getting there and when.



#3 IN TRANSIT:

Separate your important documents and items so you're not at risk of losing everything. Take two photocopies of your passport and credit cards.

Keep one at home and take another copy with you, but separate from your passport and cards. Give a colleague or someone you trust your travel details.



#4 HANDBAGS:

Have a bag that zips shut and don't carry everything in it, keep the opening close to your body.

PURSES:

Review the contents – do you really need all your store cards, credit cards and bank cards? Take only what you need.

Make sure you have some local currency to hand and a mixture of denominations so you can pay for taxis and buy drinks without rooting through your bag.



#5 THEFT:

If you're travelling to a country where there is a high risk of mugging, take a throwaway purse – an old purse with a bit of cash and some old library cards in it – so you can throw it at an opportunistic mugger.



#6 TAXIS:

Only take licensed taxis from trusted companies and from official pickup spots.

Confirm you are at your destination before you get out of the taxi.

Have your destination written in local language and have someone you know explain the route if possible.



#7 HOTEL ROOMS:

Avoid rooms on the ground floor and directly next to the lift and the emergency exit. Aim for the middle floors.

If the receptionist announces your room number so that others in the lobby can hear it, ask for a different room.



#8 LOCAL CULTURE:

Research and consider the local culture and sensitivities, and dress accordingly.

If you're travelling in an area where women cover up then respect these local customs.

This should be a key part of your initial preparation.

#9 DRINKING AND DINING:

Don't drink too much and don't leave drinks unattended.

If you receive unwanted attention while dining alone, ask the waiter to move you to another table, or relocate to sit at the bar where the barman can assist you.

Consider the impact on your body and your alcohol tolerance of jet-lag and tiredness when traveling.



#10 EMERGENCIES:

Make sure you know how to ring the emergency services in whichever country you are in and print out emergency contact details for your local embassy, credit card companies, companies, and your key colleagues at the destination, etc.



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