



INTERNATIONAL BUSINESS INSTITUTE

LAST MINUTE CHECK LIST

CONSULT THE PREPARATION AND PACKING BULLETIN SENT TO YOU EARLIER!!

LUGGAGE:

Remember you are permitted **only one suitcase** and it should be limited to a size you can handle since you will be responsible for your own luggage. You may also bring a SMALL tote or backpack as a book bag, etc. PLEASE NOTE THAT ABSOLUTELY NO SO CALLED "HOCKEY BAGS" OR OVERSIZED SPORTS BAGS WILL BE PERMITTED. THEY ARE TOO LARGE AND DIFFICULT TO PACK INTO OUR BUS. Garment bags, backpacks with frames, or fold over suitcases are not permitted since these also pose difficult problems in packing our coach.

CLOTHING:

When we visit companies, banks, business and governmental offices, the men wear ties and coats, although a suit is not necessary. The women should have a similar range of business or professional clothes (no really short skirts, open midriiffs, or revealing low-cut tops, please). **Women:** easy packing dresses, blouses and skirts but mainly casual wear. **Dressy flats (closed toe)** for corporate and corporate casual are the best option. **Men:** One sport coat with dress trousers and dress shirts and a tie or two. **Women and Men:** Pack light and bring items that go together for versatility. Include a few sports items as well: shoes, sweats, swimming suit, and shorts. Bring items that are easy to care for along with Woolite or detergent to wash out while traveling. Take things for both hot and colder weather. The layered look will help you be versatile and prepared for the changes in climate. **Shoes:** Don't bring brand new shoes unless you are sure of their comfort. Don't bring too many shoes. They are too heavy. Bring a swimsuit, sweater and sweat shirt for cooler weather. Finally, don't forget --- several outfits for corporate and governmental visits as mentioned above.

LAY EVERYTHING OUT IF IN DOUBT.....TAKE IT OUT!!

MONEY:

Students have suggested that you need \$900.00 to \$1,200.00 for the extras. Visa and Master Card are widely accepted in Europe, even in Russia. It may be useful to have about \$100.00 - \$200.00 in US currency in smaller denominations, \$10.00 and \$20.00. If you use traveler's checks you might want to consider buying them in Euros. This may save you a little and you will become accustomed to using the Euro. For traveler's checks, it is best to secure larger denominations since there is a fee every time you cash them. Check on the availability of ATM machines for your card where we might be. This is one of the most useful ways to secure funds and it is also the least expensive. Travel Money Cards are now very popular. You can load money on the card and use it for credit or debit. Check with AAA on this.

MISCELLANEOUS:

- Pictures of family and friends (you will miss them!)
- Small calculator for exchange rates
- A phone calling card with European coverage. Travel alarm with battery
- A USB memory stick (jump drive, travel drive) would be helpful for writing papers and sharing group information
- I-Pod or MP3 player for the bus rides
- One pack of US three ring note paper (not available in Europe), pens and pencils, etc.

NOTEBOOKS:

Bring both notebooks – they are used for different purposes.