



## INTERNATIONAL BUSINESS INSTITUTE

### PREPARATION AND PACKING BULLETIN

#### LUGGAGE:

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 backpack as a book bag. SAS has a **44 pound (20 kg)** weight limit for their Intra-European flights. The linear dimensions of the suitcase should not exceed 62 inches. Remember, you will be carrying it!! **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:

European summer weather is usually mild and variable. It is best to be prepared by having a wardrobe FLEXIBLE enough for both cool and warm weather with occasional rain. Although dress is usually casual, you should have at least one outfit (corporate dress-up) suitable for visits to business firms, embassies, Parliament, etc. There will be 6-8 visits that require corporate dress-up! For the men, this means a dress shirt, tie, and sport coat or blazer. For the women it means professional appearance and no really short skirts, open midriiffs, or revealing low-cut tops, please. Laundry is time consuming and expensive when we travel and you should try to bring clothing that is easy to care for. Include as much wash and wear or permanent press items as possible so you can launder them yourself every few days or once a week.

The following list is intended to be a general guide and to help you as you choose things to take. It is a suggested framework and you should feel free to follow your own common sense and personal preference within your own experience as well. Tank tops for men and women, including "spaghetti" strap tops are permitted only when you are on your own, i.e., at the beach, etc. Remember that versatile and flexible clothing is the most useful and comfortable.

**MEN:** Jeans, slacks, shorts, cotton permanent press trousers, sport and dress shirts, tee shirts

**Note:** Polo shirts are not acceptable for corporate casual

**WOMEN:** Jeans, slacks, shorts, skirts and casual outfits, closed-toe shoes, easy care dresses, tee shirts

**EVERYONE:** Windbreaker, light jacket, and folding umbrella

One-two outfits (6-8 visits) for corporate and gov. visits as mentioned above (corporate dress-up)

Several outfits for corporate plant visits and church (corporate casual)

Swimsuit, sweater and sweat shirt for cooler weather

Travel alarm with battery; pictures of your family or special friends (you will miss them!!)

iPod with your favorite music.

One pack of US three ring note paper (not available in Europe), pens and pencils, etc.

Student Identification Card for discounts (optional)

#### APPLIANCES:

All European current is 220 volts and US 110 volt appliances cannot be used without a transformer-converter. Do not confuse the transformer-converter with a plug adapter which only enables you to plug into a European wall outlet... of which there is a considerable variety. We strongly recommend that you purchase dual voltage (110/220) appliances such as hair dryers, curling irons, etc. A laptop is recommended and make sure that it is dual voltage or has the usual small transformer on the electrical cord. A USB memory stick (jump drive, travel drive) would be helpful in the Netherlands, especially for writing papers and sharing group information. Remember that even if you have dual voltage appliances, you will need the plug adapters for the continent and England.

**MEDICATION AND PRESCRIPTIONS:**

Be sure to bring along any medication or prescription form you may require. Be certain to include aspirin, cold and allergy medication you are used to taking. At some point during the summer, you will get a cold or be allergic to something new and you will be glad to be prepared. If you wear glasses or have contact lenses, be sure to bring along an extra set of lenses or pair of glasses along with a copy of your prescription. **PLEASE REMEMBER TO BRING ALONG YOUR OWN COLD MEDICATION!!!**

**MEDICAL INSURANCE:**

**You are responsible for medical insurance:** Check your family medical insurance and your college insurance to determine if it will provide coverage overseas. This information is covered in the Health and Information Form which you have filled out. If you have an International Student ID card, it may carry with it some limited medical and accident coverage. This is not a group plan and you will be responsible to pay for all medical care, secure receipts, and submit the claims for reimbursement. No inoculations are required but we recommend that you consult with your family physician or the campus medical office for advice on this matter. **IT IS ALSO VERY IMPORTANT THAT YOU INFORM US IF YOU HAVE A SPECIAL MEDICAL OR DIETARY PROBLEM.**

**CAMERA:**

If you use a digital camera it is wise to purchase the extra memory cards and batteries or charger here since they are usually cheaper in the US.

**MONEY:**

The program fee is intended to be as comprehensive as possible and it includes room, meals, as well as all scheduled group activities and excursions. Whenever we do not take meals as a group or have a packed lunch, there is a modest meal allowance when students are on their own. Students are generally very ingenious in getting good value by going to the supermarket and preparing their own meal. Big eaters might plan on bringing extra money to supplement the meal allowance over the summer. You will also need some funds for personal expenses such as postage, snacks, laundry, souvenirs, individual excursions or travel apart from the group. **Please remember that students are not permitted to rent a car, even if eligible, while on the program.** Since individual interests, tastes, and activities vary a great deal, it is difficult to advise on an exact amount required. However, a survey of students from previous years has indicated a range of \$800.00 to \$1,200.00.

Students have found that they can access ATM machines at many points with their credit or debit card and you may want to make arrangements for this prior to your departure. Many students have felt that this was the most efficient and least expensive mode of securing money overseas. Be sure to check on the procedures before your departure. Travel Money Cards from AAA also work well. Traveler's checks are available in US Dollars or Euros. Although travelers' checks are a safe way to carry money, it is sometimes difficult to get them cashed and the fees are generally quite high for each transaction. Do not get smaller denominations, but order \$50.00 or \$100.00 checks or Euro equivalents. All of the major brands are suitable, American Express, Visa, Citibank or Bank of America. Inquire from several sources and make your choice. Bring along at least \$100 in cash with some smaller bills, especially for Russia.

Personal checks cannot be cashed overseas and remittances from your parents may be difficult to negotiate. In an emergency, an official bank check could be sent by express mail and we will assist in cashing it. Wire payments can be made through American Express and some major banks with offices in the larger European cities. But remember this is very time consuming and usually costly. Credit cards are widely accepted in Europe, even in Russia but be cautious since card fraud is common. Make a photo copy of your credit cards in case of loss or theft.

**MAILING AND COMMUNICATION:**

Letters and packages should be sent by AIRMAIL or PRIORITY MAIL only. Telephone communication is still fairly expensive and **many hotels put a surcharge on calls even when you use your own calling card.** Check on the various programs which different carriers offer to select one for a calling card to enable you to call home efficiently. Cell phones must have GSM standard to operate in Europe and you should check this out very carefully. The charges are, of course, much higher than in the US. Check out Skype. Many have used this and it works great in most places. Internet/phone cafes are also available in certain locations.