

# Destination Facts and Travel Tips

## Task description

As part of the International Certification program, you are required to complete this document for two international cities, to be determined by you and your manager. The resource links provided will have the information you need to fill out this template. If you cannot find something, please leave it blank. To access a weblink, hold down the "Ctrl" key and click on the link at the same time.

## Directions

1. Save a copy of this document on your computer.
2. Along with your manager, determine the two cities you will be researching.
3. Use the resources provided to fill in the table information. Please use the Destination Facts and Travel Tips page in the company intranet as your guide.
4. When both cities are complete, please email the form to your manager.

Create the subject line to read:

(First name) (Last Name) Basic Certification

Ex: Mickey Mouse Basic Certification

5. Go back into the LMS and mark this task complete.



# Destination Facts and Travel Tips

## City #1

City name	Country
<i>EX: London</i>	<i>England</i>

Resources	
<a href="#">World Travel Guide</a>	<a href="#">Visa information</a>
<a href="#">Intelliguide</a>	<a href="#">Office Holidays</a>
<a href="#">Time Zone Converter</a>	
<a href="#">IEC - World electrical plugs</a> – power plug types	

Quick Facts	
Calling code	
Time Zone	
Drive on which side of the road?	
Voltage/Frequency	
Standard Business Hours	
Power Plug Types	
Currency	
Exchange requirements	
Tipping and Gratuities	
Airport website	
Airport Map website	
Airlines website	
City map website	
Vaccines required	
Office Holidays	

Entry Requirements	Please provide the link for the entry requirements



## Destination Facts and Travel Tips

Transportation to/from the airport	
Train	
Taxi	
Car Rental	
Airport Bus Transfer	
Car service	

Transportation around town	
Taxi	
Train/Metro	
Bus	

Terminal Information	
Terminal 1	
Terminal 2	
Transfers between terminals	

Airport Amenities	
Dry goods	
Food	
Medical Care	
Bank & Money exchange	
Communication	
Lounges	
Convenience	



# Destination Facts and Travel Tips

Other Area Airports	

Additional information – please add any other information you think will be helpful for our customers.



# Destination Facts and Travel Tips

## City #2

City name	Country
<i>EX: London</i>	<i>England</i>

Resources	
<a href="#">World Travel Guide</a>	<a href="#">Visa information</a>
<a href="#">Intelliguide</a>	<a href="#">Office Holidays</a>
<a href="#">Time Zone Converter</a>	
<a href="#">IEC - World electrical plugs</a> – power plug types	

Quick Facts	
Calling code	
Time Zone	
Drive on which side of the road?	
Voltage/Frequency	
Standard Business Hours	
Power Plug Types	
Currency	
Exchange requirements	
Tipping and Gratuities	
Airport website	
Airport Map website	
Airlines website	
City map website	
Vaccines required	
Office Holidays	



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Entry Requirements	Please provide the link for the entry requirements

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Taxi	
Car Rental	
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Car service	

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