

# آداب گردشگری

## و توریسم

تدوین و ویرایش

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## پیشگفتار

گردشگری و در لفظ انگلیسی آن "توریسم" عبارت است از مجموعه فعالیت‌های فرد یا افرادی که به مکانی غیر از مکان عادی زندگی خود مسافرت و حداقل یک شب و حداکثر یک سال در آنجا اقامت کرده و هدف از مسافرت آنان گذراندن اوقات فراغت باشد. این مجموعه فعالیت‌ها اهدافی نظیر اشتغال و کسب درآمد را شامل نمی‌شود. بر این اساس کسانی که شامل این تعریف می‌شوند گردشگر نامیده می‌شوند. گردشگری سازمان‌یافته امروزه یک صنعت بسیار مهم در جهان است.

واژه توریسم ریشه در کلمه فرانسوی تور به معنای دور زدن، رفت و برگشت بین مبدأ و مقصد و چرخش دارد که از طریق زبان‌های فرانسه و انگلیسی به فارسی راه یافته‌است. معادل فارسی این واژه گردشگری است.

گردشگران صادرات نامرئی هم نامیده می‌شوند زیرا هنگامی که گردشگران وارد کشوری می‌شوند الزاماً باید هزینه‌هایی را در آن کشور مانند هزینه خوراک و محل اقامت، هتل، مهمانخانه، هزینه تفریحات، هزینه‌های حمل و نقل، هزینه گشتها، تورها، خرید سوغاتی و کالای بومی کشور میزبان را در آن کشور بپردازند. این هزینه‌ها همراه با هزینه ورود به موزه یا مکان دیدنی با ارزی که وارد کشور میزبان می‌کنند عامل رونق اقتصادی کشور میزبان است به همین علت گردشگران صادرات نامرئی هم نامیده می‌شوند.

گردشگری به گونه‌های مختلفی انجام می‌شود که از آن میان می‌توان به گردشگری تاریخی، گردشگری مجازی، گردشگری درمانی، گردشگری تفریحی، گردشگری زمستانی، گردشگری جمعی، بوم گردشگری (اکوتوریسم)، زمین گردشگری (ژئوتوریسم)، و گردشگری ورزشی اشاره کرد.

طی چند دهه اخیر جهان شاهد رشد چشمگیر صنعت گردشگری، به‌ویژه در اروپا، بوده‌است و سفرهای بین‌المللی برای تعطیلات کوتاه بسیار مرسوم شده‌است. گردشگران از درآمد بیشتر و اوقات فراغت بیشتری برخوردار شده‌اند. همچنین از سطح تحصیلات و ذائقه‌های متنوع بیشتری هم بهره می‌گیرند؛ لذا امروزه بیش از هر زمان دیگری در پی کیفیت برتر هستند.

# What Tourists Should Take Into Consideration

## When They Take Journeys

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### Check In of a Hotel

Check in : At hotels or similar establishments, guests are usually required to check in (also called register or sign-in), which involves providing or confirming the guests' personal information and providing a signature.

### Check Out of a Hotel

Checking out at a hotel is relatively simple, but if you're not careful, you may be hit with costly penalties and fees. When checking out, be sure to ask for an itemized receipt after handing over your keys and settling payment. Prevent fraud and penalties by leaving a credit card instead of a debit card and by verifying the check out time the night before leaving. Make sure you don't forget anything when packing for checkout. Look for forgotten items in all closets, drawers, and shelves.

#### Part ١

#### Preparing for Check Out

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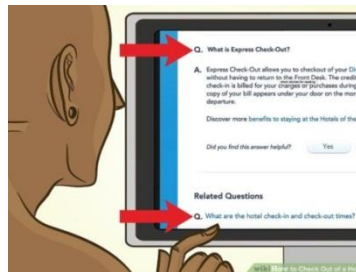


**Leave a credit card with the front desk when necessary.** Debit cards left with the front desk during check in are a high risk for fraud. In many cases, money illegally withdrawn from your debit account cannot be returned. Fraudulent transactions made on credit cards, however, can generally be contested for a full refund.

- If you don't have a credit card when checking in, see if you can substitute a driver's license or a similar item for a credit or debit card. Some hotels may only accept credit or debit cards.

- If the hotel you're staying it is insistent about holding a card, ask to see a manager. Ask the manager if you could pay a cash deposit as a substitute for the card. Be sure to get a receipt for the deposit.
- Some hotels may allow you to pay for your room with a Paypal account. In this case, you won't need a credit or debit card. Some hotels may charge additional fees for Paypal payments.

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**Verify the check out time and procedure.** Some hotels may charge a fee for checking out early or late. Most hotels provide general check out information to lodgers on pamphlets or signs in your room or at the front desk. Alternatively, look up check out information online.

- The check out policy will vary between hotels. For example, you may be able to leave your room key in your room when checking out.
- If you can't find check out info in your room or online, call the front desk. Ask about the check out time and if there are any penalties for early or late checkout.

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**Inquire about additional penalties, gratuities, and fees.** Different hotels will have different policies about penalties, gratuities, and fees. Look online for a complete list of these for the hotel you're staying at. Ask the front desk about these for additional information or explanation.

- To check for gratuity on the sly, ask for an itemized receipt at some point. Any gratuities should be clearly indicated on the receipt. Prevent double tipping by not tipping when gratuity is included.
- Some common hotel fees include things like: a minibar restocking fee (on top of the cost of minibar items), a gym fee, holding fees for baggage, and fees for wireless Internet use.

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**Set an alarm.** If you're a heavy sleeper, you may want to set a few alarms. Position your alarm away from your bed so you don't turn it off and go back to sleep. Allow yourself enough time before checking out to pack your belongings and make your way to the front desk.

- Many hotels offer a free wake-up call service. Call the front desk the night before you check out and ask to be called with a reminder.

## Part ٢

### Checking Out at the Front Desk or Online

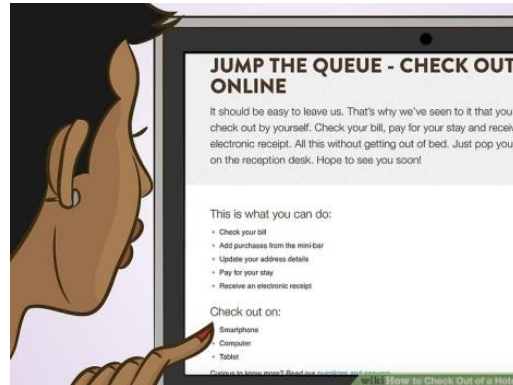
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**Check out with the front desk.** Some hotels may refer to the front desk simply as "Reception" or the "Reception Desk." This is normally located near the main entrance of the hotel where you checked in for your stay. With your baggage in tow, go to the front desk worker, give them your keys, and settle payment for your stay.

- When you arrive at the front desk, say something like, "Hi, I've been staying in room ٢٢٢ and I'd like to check out."
- Ask for an itemized receipt for your total bill. Fraud is relatively common at hotels. If your hotel refuses to give you a receipt, this may be a red flag.
- An itemized receipt is generally required to get reimbursement for expenses on a business trip. Be sure to ask for one when traveling on business.

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**Check out online alternatively, if applicable.** More and more, hotels are using online tools to make your stay more convenient. Some hotels may offer an online checkout. To find out if the hotel you're staying at has an online checkout, look for this information online at the hotel's website or ask the front desk.

- Many online check out services will send a bill to your email address, though you may be able to request that a physical bill be sent to your home.

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**Get a receipt for any cash payments.** If you've decided to pay cash for any of the services you've received at the hotel or to resolve penalties, ask for an itemized receipt. Compare this to your total receipt to make sure you weren't charged twice for the same thing.

- If a "clerical error" occurs and the hotel doesn't have a record of your payment, you may have to pay this fee again if you don't have a receipt.

## Part ۳

### Packing Your Room for Check Out

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**Remove and pack all items in drawers and closets.** Items that you've hung in closets or tucked away in drawers can easily be forgotten. Out of habit, you may have put something in one of these places without thinking. Check all closets and drawers before leaving and pack your personal items in your bag(s).

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**Check the bathroom for forgotten items.** Toiletries and bathroom accessories, like towels and beauty tools, are often overlooked and left behind. Move towels on the floor to ensure nothing has been knocked on the ground and hidden from view.

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**Scan shelves, under beds, and outlets before leaving.** High up storage areas can hide outside of your normal view. Some items may have been kicked under or behind your bed. Outlets, especially ones hidden behind beds and dressers, may still have chargers plugged in.

- Guests often absently deposit items on shelves, making them easy to lose amidst hotel knickknacks decorating shelves.

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**Gather your room key, possessions, and other checkout necessities.** In many cases, you'll have to bring your room key(s) to the front desk to check out. Gather your packed possessions near your room's entrance. Note your room number, if necessary. The front desk worker will usually ask for your room number and keys when checking out.

- Some hotels may require guests to leave their keys (usually magnetic card keys) behind in the room when checking out.

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**Do a final sweep of the room before walking out the door.** When all your things are packed and positioned at the room entrance, anything left behind will be more obvious. Before leaving to check out at the front desk, give the room one more look over.

## How to Book a Hotel Room



Finding a good hotel and making a reservation can be stressful, especially if you are trying to book a hotel room for a large family or at the last minute. With many hotel reservations done online, there are online tools you can use to compare rates and shop around before booking the right room for you and your family. If you have never booked a hotel room before, you can do so easily and quickly by following several simple steps.

## Part 1

### Finding a Good Hotel

1.



**Determine your budget.** Before you look for a hotel and make a reservation, you want to ensure the hotel will meet your budget and your needs. You should first determine your budget, or how much you can spend, when booking a hotel room. This will help you narrow down your search and be efficient with the time you spend looking for a hotel and booking a room.

- Are you on a tight budget, with a set rate you are willing to pay every night? You may have a budget of a certain amount of money for your trip and a certain amount allocated to cover your accommodations. Having a limited budget does not mean you will end up staying in a cheap, dirty hotel. In fact, there are many discount options available for visitors on a budget.
- On the flip side, you may be travelling for work and have the ability to expense your accommodations to your company's account. In this case, an affordable hotel rate may not be as much of a priority for you.

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**Think about your required accommodations during your stay.** Do you require

enough room for a family of four, or do you just need enough room for yourself? Consider how big you would like the hotel room to be, including how many beds you

require and how many bathrooms. If you are traveling with your family, you may need two queen beds and one large bathroom. If you are traveling solo, you may just need one queen bed and one decently sized bathroom.

- If you are disabled or require disability facilities, you may also want to factor this in when considering hotels. Many hotels will note if they are wheelchair accessible and offer disability amenities. You can also call the hotel to confirm if they offer facilities for people with disabilities.
- You may also want to consider if you would like to stay at a hotel that has a spa and a fitness center that you can use, or if you do not require any extra amenities. If you need a solid internet connection, look at hotels that offer free Wi-Fi as part of the nightly rate.
- If you are traveling as a family or in a big group, you might want to consider booking a suite with separate living area and bedroom so that the whole group can be accommodated without space and privacy constraints.

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**Identify your ideal location or area.** Sometimes, location can trump budget or required accommodations, especially if you are looking for a location that is convenient. Are you looking for a hotel that is close to a work event or conference? Are you looking for a hotel that is close to a specific tourist attraction? You may decide to stay in a location that is central or downtown, which will allow you to access different parts of the city easily. Or, you may decide to choose a more secluded location so you have some privacy and can drive or walk to and from the main areas of town.

- Often, your ideal location will be based on the type of trip you will be taking. If you are traveling for business, you may decide to search for hotels that are close to a work conference or meeting. If you are traveling for pleasure, you may decide to look for hotels that are walking distance to a hot spot or area or hotels that offer a package that includes a car rental or a bike rental so you can get around easily.
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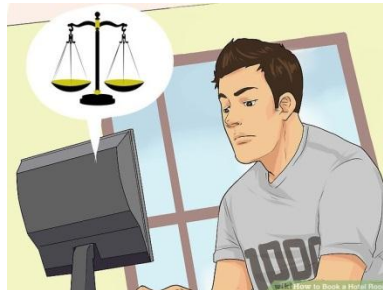
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**Search for hotels online.** The quickest way to look for hotels is online through a hotel search engine. These search engines will allow you to specify your planned days of travel, how many nights you require, your ideal location, and your required amenities, if any. You can also specify how much you are willing to spend on the hotel.

- Once you enter this information into the search engine, you will be presented with several hotel options. You can order the options from lowest to highest in terms of price, or use the map option to look at hotels that are closer to a certain area or location.
- Keep in mind online search engines for hotels do not always show any extra surcharges or fees for the room. Make sure you note any small print next to the stated price for the room before you consider it.
- Some credit cards and AAA providers also offer hotel search services to their members and discounts on certain hotels. You should contact your credit card company or your AAA provider for more information.

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**Compare hotels using discounted search tools.** You can also use discounted search tools to compare several hotel options at once. All you need to do is specify your travel dates and your price points. These online sites will then search multiple databases for you and present several hotel options that best match your needs and that are discounted or offer cheaper rates.

- You should also read the online reviews for several hotels you are considering. Often, online reviews can give you a good sense of the level of cleanliness of the hotel and the quality of customer service and amenities offered by the hotel. There are often starred ratings available for each hotel based on the guest's overall experience. You can then weigh the online reviews against the price and location of the hotel to then determine if the hotel will meet your needs.
- Keep in mind some discounted search tools require you to book the hotel room before knowing exactly which hotel you were be staying in. Always read the fine

print before you book a hotel room to make sure you are not surprised by any restrictions or stipulations.

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**Call the hotel to get a better rate.** Calling the hotel directly can land you a last minute booking or a better rate. You may also be able to get a better sense of the customer service offered at the hotel, as you will be able to speak to the front desk and ask them specific questions about the hotel. Try to call in the late evening, as the mornings and afternoons are often busy for the front desk. You may want to ask questions such as:

- Is there a restaurant or bar on site? Is breakfast included in the nightly rate?
- Do you offer non-smoking rooms?
- Is the hotel near public transportation? Do you offer transportation like rental bikes?
- How far is the hotel from a specific location or area, such as the beach, the convention center, the city center?
- Which side of the hotel has a better view or less noise?
- Is the area around the hotel safe?
- Are there facilities available for the disabled?
- What is the hotel's cancellation policy?

## Part ٢

### Booking the Hotel

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**Reserve the room online.** Once you have selected your hotel room, you can reserve it

online through the hotel website. You will need to provide basic information about yourself for the booking, such as your full name and your travel dates.

- You can also reserve the room by calling the hotel directly. If you decide to book the hotel over the phone, try to call in the late evening as mornings and mid afternoons can be busy for the front desk.
- If you are looking for a group rate for a conference or a wedding, for example, you should call the hotel directly and speak to the front desk. Many hotels do not advertise group rates online and can often offer you better rates over the phone.

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**Pay for the room with your credit card.** Many online bookings will require payment via a credit card. If you are traveling on a business trip, you may use the company credit card to pay for the hotel.

- Always check if your credit card offers any discounts on hotels and accommodations so you can use them when you pay for the hotel room. As well, your AAA provider may also offer discounted rates on hotels.
- If you are staying at the hotel for an extended period of time, you may be able to pay for the first two to three nights upfront and then cover the rest of your stay once you get to the hotel. You will then be required to leave your credit card number on file and settle your bill at the front desk on your check out day.

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**Confirm the room is booked.** You can confirm the hotel room is reserved by printing out a receipt at the end of your online booking session. You can also ask the hotel to send

you a receipt as proof of payment if you book the hotel over the phone.

- Read over your receipt carefully to confirm your travel dates are correct and the agreed upon rate for the room is correct. The hotel should specify all regulatory fees and charges before you pay for the room or reserve the room. Extra fees, such as a cleaning fee or a parking fee, should be explained to you by the hotel so you are not surprised by any hidden fees when you check out.

## How to Plan a Vacation

A vacation is supposed to be a fun and relaxing break from your everyday life. However, a poorly planned vacation can end up being a major headache. Be ready to enjoy your time off by planning your travel, accommodations, and activities ahead of time. Giving yourself plenty of time to plan can be a fun way to build up excitement for your vacation.

### Part ١

#### Choosing a Destination

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**Make a list of the top ٥ places you want to travel.** If there are other people traveling with you, have them do the same thing.

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**Decide why you want to travel.** If you know why you want to leave home, choosing a

destination will be easier. Determining whether your goal is to relax and unwind, have new adventures, see famous or ancient sights, or provide your children with lifelong memories will determine what kind of destination you should choose.

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**Discuss possible destinations with your fellow travelers.** Instead of making this a chore, have it be a fun activity. Over the course of a few days, weeks or other long duration you wish (e.g. ۱-۳ months), spend some time talking about each place and why it would make a good destination.

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**Consider everyone who will be traveling with you.** If you are traveling with children, someone elderly, or someone with a disability, you may want to consider the destination that would be accessible.

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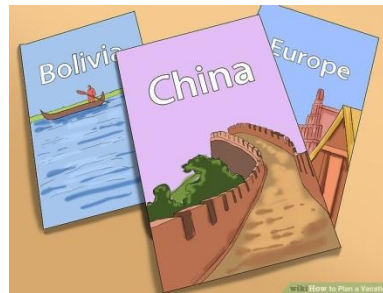
**Research destination costs.** While you may take more time after choosing a destination



to find great deals on travel and hotel arrangements, doing a quick online search of approximate costs to travel to each destinations may help you narrow your choices based on your budget.

- Keep in mind expenses to travel, stay, eat, and play while you are developing your estimates.

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**Choose a destination.** Ideally, everyone who is traveling will agree on the same place. If there is disagreement, find a way to compromise.

- Consider taking turns selecting vacation spots. If you decide to go with your first choice this year, let another travel partner select the next vacation destination.
- Find a happy medium. If everyone's first choice for a destination is widely different, find one that everyone would like, even if it is not on the top of their list.
- Pick a destination out of a hat. If there is no compromise on the horizon, let fate choose for you. Write down all of the destinations and put them in a jar or a hat. Then have someone (ideally, an unbiased third party) pull a name out. That's where you'll go!

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**Choose when to travel.** Depending on the season, a destination which is normally too hot or cold for you to consider might have a more enjoyable climate at a different time of the year. This might also be reflected in a lower cost, if you decide to travel out-of-season.



## Part ٢

### Making Travel Arrangements

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**Compare flight prices.** Different airlines can offer widely variant prices for similar flights, so be sure you shop around if you're planning to fly.

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**Find a flight (and hotel) booking website if you plan to fly.** Remember that booking a flight and hotel together may save you money if the website offers specials or discounts.

- These websites compare flight prices from different websites, all in one place.

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**Consider alternate transportation options.** While flying is the quickest way to travel long distances, other options such as taking a train or bus or even renting a recreational

vehicle is less expensive. They are also more fun, particularly if traveling with children.

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**Consider all transportation needs.** Reaching your destination is only one transportation consideration. Once you have arrived in the area, you will need to figure out how to get from the airport, train station, or bus station to your hotel. You may also have plans to travel locally while on vacation.

- Call the concierge at the hotel you're staying at and ask whether the hotel offers complimentary or reduced-fee shuttle service to and from the airport. If they don't, ask for any advice on local ground transportation.
- Rent a vehicle if you will need to get around a lot once you have reached your destination. If you'll be doing a lot of sight-seeing in areas that are spread out, a rental car will be a better option than taxi services. Be sure you know your hotel's parking policies and fees.
- If you don't plan to leave your destination once you get there (for example, if you're staying at an all-inclusive resort), you may not need a rental car. Consider a taxi or shuttle from the airport instead.
- If you are going to an urban area, search online for the city's public transportation options. Areas with subways, trains, or bus systems often offer daily or weekly passes that are much cheaper than rental car fees.

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**Perform scheduled maintenance on your car.** If you're planning to drive to your vacation spot, be sure your car is up-to-date on basic maintenance.

- Check the air pressure in the tires.
- Change the oil if it has been 3 months or 3,000 miles since the last change.
- Be sure that all essential functions are in good working order: check wiper blades, headlights and taillights, brake pads, hoses, and belts.
- Be sure you have a spare tire and working jack.

## Part 3

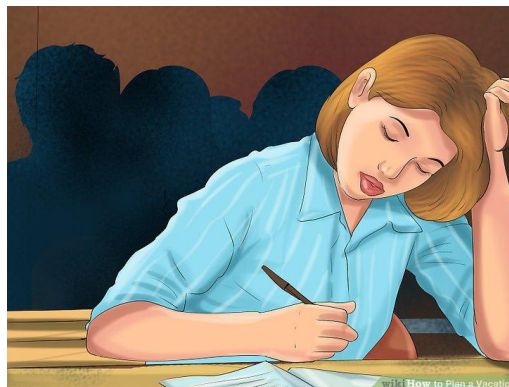
### Finding Accommodations

1.



**Find a hotel (and flight) booking website.** This can help you compare hotel prices, ratings, and amenities.

2.



**List what is important to you in a hotel.** Consider options like free breakfast, free wifi, in-room amenities like mini-fridge, microwave, and television, as well as options like having a good view or being near public transit lines.

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**Know how much time you will spend in the hotel.** For very active vacations, a hotel room is often little more than a place you will sleep at night, and a lower cost will leave you with more money to spend on activities or meals. If you're planning a more relaxed vacation, you may want a comfortable place to relax in luxury.

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**Consider other housing options.** A hotel is not the only option for vacation accommodations. Consider trying another type of housing when making your travel plans.

- Friends or family may have a guest room that you can stay in. If you vacation somewhere that you have connections, ask around. You may be surprised at the hospitality of even somewhat distant acquaintances.
- Local bed and breakfasts often offer more charm and personalized service than traditional hotels.
- Many vacation spots have condos, houses, or cabins that individual owners rent out themselves or through property management services. Try searching online for “house rental” + your destination.
- Renting a recreational vehicle (RV) or motor home may be a good option for traveling. The RV functions as both your travel vehicle and your hotel room.
- Camping is a fun option for anyone who loves being outdoors. Some camping areas and state parks offer amenities such as bathrooms and showers, so it doesn't have to be “roughing it” completely!

## Part 4

### Planning Activities

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**Buy a travel guide.** Even though they may be considered old-fashioned, a printed travel guide can be one of the best companions for your travel. They will have suggestions for activities and ratings for specific companies. The information in reputable guides is usually very accurate.

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**Choose activities everyone can participate in.** Make sure you think of all of your travel companions when booking activities. If you are traveling with children, be sure planned activities are kid-friendly. If someone in your group has health or dietary considerations, try to be respectful of those as you plan the trip.

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**Book special adventures ahead of time.** If you want to do something special, like a tour of a special collection at a museum, a whale watching trip, a performance, a sunset cruise, or a very fancy dinner, make reservations ahead of time.

- If you are going to a popular place during a busy season, special events may fill up, so you will want to be sure to book ahead.
- Be sure to find out about cancellation policies or rescheduling if you are booking far in advance.

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**Plan a surprise.** If you are planning a vacation, it's likely that you are making plans for yourself and other people. It may be fun to plan a surprise—a nice dinner or an exciting excursion—for someone who is traveling with you.

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**Leave some unplanned time.** As tempting as it may be to plan every moment of your vacation to be sure you get in every activity you want to do, resist the urge to over-plan. A vacation is supposed to be a break, after all, and a little leisure time or room to participate in an unexpected opportunity can make your trip even more fun and exciting.

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**Prioritize sightseeing or activities.** If you have a long list of activities to do or sights to see, rank them based on how important they are to you. That way, you will know to make time for the items at the top of the list.

- If you don't get to every item, you may be able to return to the same vacation spot in the future and finish your wish list.

## Part ๑

### Packing and Preparing to Depart

1.



**Save money for your trip.** The further in advance you plan your trip, the more time you will have to save for it.

- Know how much you will need for each aspect of the trip—transportation, housing, food, tips, activities, and all associated fees—and then plan extra for unexpected expenses.
- For expensive or special trips, consider asking family and friends to chip in to your travel fund in lieu of gifts for holidays or birthdays.

2.



**Write a list of things you need to pack.** Well in advance of your trip, start a list of what you will need to take with you. Keep the list out and add to it anytime you think of something else.

- Think about things that you use every day that you will absolutely need while you are away.



- Be sure to include or even pre-pack very important things, like medications. Be sure to fill any necessary medical prescriptions before leaving for vacation.
- Be sure you know about the weather of your vacation spot so that you can dress appropriately while you are there. You may want to pack a few layers to allow for unusual weather.
- Search online for vacation checklists. There are helpful resources that guide you in packing for different circumstances.
- If you are flying, be aware that many airlines charge customers per bag, so packing light will save you money. In addition to limits to the number of bags, most airlines limit the weight of each bag and will charge exorbitant fees for overweight bags.
- Regardless of your mode of travel, consider packing a first aid kit, snacks, and entertainment for the travel time. Car trips and air travel both involve long periods of potential boredom, so consider bringing along games or activities for the travelers, especially if you are traveling with children.

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**Make a plan for your pets.** If you have pets, you will need to be sure they are cared for in a safe environment while you are away.

- If you are driving, you may be able to bring your pet(s) with you. Be sure you know the pet policy of the hotel you're going to stay at before you get there. Some may charge a deposit or restrict dog breeds.
- Boarding your pet at a vet or a kennel may be an option. Be sure you know about the pickup and drop-off times so you can retrieve your pet appropriately upon your return.
- Hiring a pet sitter to come to your home may be the best option for animals who do not adapt well to new environments. If you have dogs, be sure that the pet sitter has been to your house (several times if possible) while you are home so that the dogs understand that the person is allowed to be in the house.

## How to Start Your Own Business in the Travel Industry

In the modern marketplace, setting up and running a successful and profitable travel business is a highly challenging task. There are a number of ways to enter the travel industry. If you have a



love of travel and are planning to have a career in this industry, investing in your own business is a good option.

## Method ١

### Starting a Franchise Travel Agency

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**Understand the travel industry.** First you need to familiarize yourself with different aspects of travel industry. Get as much information as possible about air travel, rail travel, cruises, hotels and vacation destinations. Also learn about what type of travel packages are popular among customers and so on.

- You can search the internet or find books at the local library to help you research the many facets of the travel industry. Additionally, you can directly contact companies in the travel industry, such as cruise ship companies or hotels.
- You may want to consider a niche market depending on your specific location or interests. A niche market is a focus on a specific product or sector of an industry.
- Some niche markets to consider are: cruises, local tours, a specific destination, corporate travel, or travel packages of interest to specific groups of people.

٢.



**Analyze your requirements.** A travel franchise business has many benefits. However, each franchiser will have specific requirements, and remember that you will have to split

your profits with the franchiser. Each franchiser will provide potential franchisees with their specific requirements.

- There are many different travel agency franchises. Make sure you compare them and their requirements to find the right fit for you and your business. There are many websites and books available to help you learn more about and compare the different franchises available.
- Franchises typically require an initial monetary investment to purchase a franchise. This can be as much as tens of thousands of dollars.

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**Get a franchise license.** Obtain travel franchise business licenses and permits of the reputed travel company you chose. The franchise company you choose will provide you with these legal documents. Sign the franchise agreement after proper analysis. Review all the points mentioned in the agreement and ask the franchiser any questions you may have.

- Consider hiring an attorney to review any legal documents included in this process.
- Check with local government agencies for any additional licenses or permits that may be needed.

۴.



**Look for a suitable location.** Analyze the location requirements provided by the franchiser and start looking for a location as per those requirements. You will need a

good location where clients can come and meet with you. Your office must have ample space to house your computers and other essential equipment.

- A real estate agent or website can help you find the right location. If available in your area, try to find a real estate agent who specializes in commercial property.
- The location you choose should be highly visible and traveled by those customers you wish to target.

5.



**Hire consultants and employees.** Like all business ventures, for a travel franchise business you will need to hire an accountant or business consultant to draw up a business plan if you need a loan to get your business started. An accountant will help you to manage your finances effectively. Additional employees may be needed depending on the size of your franchise and the business plan.

- You can find and research professionals, such as accountants, on the internet, in a local phone directory, or through local organizations, such as a chamber of commerce.
- Local staffing agencies or advertisements in local papers can help you find the right employees to make your business a success.

6.



**Develop marketing strategies:** In a franchise travel business, the franchiser will definitely carry out the major advertising and marketing work. However, you will need to do some marketing within your territory to make people aware of your newly established business.

- Consider joining local organizations for business owners, such as a chamber of commerce.
- Compare mass marketing alternatives, including print, radio, and television advertisements, for your target market.
- Include internet and social media marketing in your marketing strategies.
- Build strong relationships with organizations in your industry, such as airlines, cruise ship companies, hotels, and car rental companies. Joint marketing opportunities may be possible.

۷.



**Find Proper payment methods:** As in any business, your customers will need to make payments through cash, cheques or credit cards, and you need to make the required arrangements.

- You should open business banking accounts and acquire a credit card that can be used to pay all business related expenses.
- Compare local banking institutions and take advantage of any small business incentives available.

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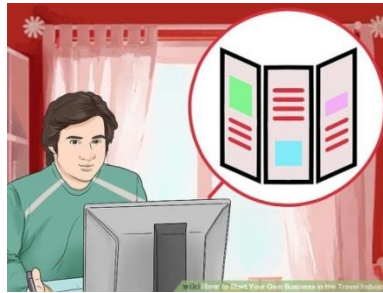
**Follow franchisor guidelines.** Always follow the requirements and guidelines of the franchisor to more effectively achieve your goals. Handle customers efficiently and give importance to the unique selling proposition (USP) of the company.

- The franchisor will provide all of the guidelines and other operating requirements that you need to follow.
- Remember that the franchisor's success depends on the success of its franchisees. Therefore, they are there to help you succeed.

## Method ۲

### Starting a Home-based Travel Agency

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**check your state and local guidelines to start a home travel agency.** Depending on where you live, you may have to file paperwork to legally work from home. You'll also need to file the appropriate paperwork with your local government to become a business.

- You can visit your local government offices to find out more information about these requirements.
- Online research and your local library are other locations to find more information about legal requirements for a small business.

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**Choose the type of home travel agency you want to run.** You can do business by referring others to bigger companies, earning a referral fee, or you can do business by booking and selling various travel packages.

- You can search the internet or find books at the local library to help you research the many facets of the travel industry. Additionally, you can directly contact companies in the travel industry, such as cruise ship companies or hotels.

- Contacting other small travel agencies may help you to learn more about the type of agency you want to start.

۳.



**Write a business plan.** This will provide you with a solid foundation, and will help you secure funding from investors if you need additional capital to start your business.

- You can find help developing business plans online.
- A business consultant can also help you to develop a solid business plan.

۴.



**Set up banking.** You will want to open two separate accounts. One account should be for your business as an independent travel agent, where you track funds coming in to and going out of the business. The other account should hold all the money your clients provide to book their trips.

- Compare local banking institutions and take advantage of any small business incentives available.

۵.

Acquire a credit or debit card to help pay for business expenses as well.





**Contact various travel companies.** Building relationships with vendors can help you negotiate package deals to offer to your customers. <sup>[1]</sup>

- Dealing with more than one company can give you more to offer your clients, and it could also provide you with additional money.
- Having strong relationships in the industry can also help your marketing efforts.

6.



**Market your business.** As opposed to franchisees or independent contractors, home-based travel agencies need to perform all of their own marketing.

- Consider joining local organizations for business owners, such as a chamber of commerce.
- Compare mass marketing alternatives, including print, radio, and television advertisements, for your target market.
- Include internet and social media marketing in your marketing strategies.
- Consider partnering with other travel agencies that can serve as your connection between the airlines, cruise lines, and accommodations. With these connections, you can have additional time to make more connections in the industry.

## Method ۳

### Becoming and Independent Contractor in the Travel Industry

۱.



**Research different host agencies.** Independent contractors in the travel industry may have the best of both worlds. They have the independence of their own business with the backing and security of a host agency, which pays a commission to the contractor.

- There are many different host agencies. Make sure you compare them and their requirements to find the right fit for you and your business.
- You can search the internet or find books at the local library to help you research different host agencies in the travel industry.
- Some host agencies require an initial monetary investment to become an independent contractor. However, the cost is typically much less than purchasing a franchise.
- Host agencies handle much of the back office work, such as calculating and paying commissions, providing training, and handling some marketing.
- Licensing and certification are typically handled by the hosting agency, allowing the independent contractor to focus on finding customers and making sales.

۲.



**Sign a contract agreement with the selected host agency.** The host agency will provide you with the legal documents. Review the agreement thoroughly before signing. Ask the host agency any questions you may have.



- Consider hiring an attorney to review any legal documents included in this process.
- Check with local government agencies for any additional licenses or permits that may be needed.

۳.



**Consider your business location.** Independent contractors are not employees of the host agency. They are their own business owners. Some host agencies do provide office space for their contractors. You may also consider a home-based office or a traditional store front office.

- A real estate agent or website can help you find the right location. If available in your area, try to find a real estate agent who specializes in commercial property.
- The location you choose should be highly visible and traveled by those customers you wish to target.

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**Follow host agency guidelines.** Be sure to understand and follow any requirements from your host agency. As much as possible, take advantage of any training offered by the host agency, as this will help you meet their expectations and achieve your own goals.

- The host agency will provide all of the guidelines and other operating requirements that you need to follow.
- Remember that the host agency's success depends on the success of its independent contractors. Therefore, they are there to help you succeed.

## How to Visit Scoan

The Synagogue, Church of All Nations (SCOAN) is well known for its claims of faith healings and miracles. If you want to visit SCOAN, you will need to schedule your visit in advance.

## Part ١

### Schedule a Visit

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**Prepare to answer questions about your health.** Many people visit SCOAN because they want to be healed of an illness or disability. As a result, you will need to answer questions about your health when you submit your application.

- Most health conditions will not negatively affect your application, but if you have medical troubles that make it difficult for you to move around, you won't be able to qualify for accommodations on the premises since these accommodations are on upper floors of the establishment.
- If you do not qualify for SCOAN accommodations, you can have someone else visit for you as a proxy or you may arrange for daytime visitation to the prayer line. In the latter case, you will need to make separate accommodations.

٢.



**Fill out the online questionnaire.** This questionnaire is your visitation application, and you can access it through the SCOAN website. Fill it out truthfully and completely before submitting it.

- You can access the form here: <http://www.scoan.org/visit/visit-us/>

- You will need to provide your basic statistics (name, age, gender, nationality) as well as some basic contact information (phone number, e-mail address). You should also have a relative's name and contact information ready.
- Indicate whether or not you are ill. If you are, you'll need to state the nature of your problem, its symptoms, its duration, and other related information.
- You'll also need to indicate if you are HIV positive or have a physical handicap that prevents you from moving around freely.
- Note that if you plan to be accompanied by someone else, each person must fill out a separate questionnaire. Indicate who you plan to come with in the final "Comments" section of the form.

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**Wait for confirmation.** After reviewing your questionnaire, SCOAN officials will contact you to let you know if and when you can visit.

- Do not make any travel arrangements until you receive confirmation.

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**Stay in contact with SCOAN.** If you need to contact the church before or after you receive confirmation, you can do so by sending an e-mail to: [info@scoan.org](mailto:info@scoan.org)

## Part ٢

### Prepare Your Travel Arrangements

١.



**Get a passport.** SCOAN is located overseas, so if you do not have one already, you will need to apply for and receive a passport before you can take your trip.

- You will need to provide proof of citizenship and proof of identity when you apply for your passport. A passport photo is also required.
- Fill out the appropriate form (Form DS-١١) and submit it in person to a passport agency or acceptance facility. You'll need to pay a fee of \$١٣٥ with your application, as well.
- Wait until you receive your passport before applying for a visa.

٢.



**Obtain a visa to enter Nigeria.** Anyone who does not live within West Africa will need a visa to enter the country of Nigeria, where SCOAN is located.

- You will need to apply for a visa through the Nigerian Embassy.
- When your visitation is approved, you will receive an official invitation letter. You should present this letter with your visa application form.
- You will need to apply for a Nigerian tourist visa. Your applications and fees should be submitted to the Nigeria Immigration Service website:  
<https://portal.immigration.gov.ng/pages/welcome>

- You will need to fill out the application online, print it out, and submit it to the Embassy of Nigeria in Washington, D.C
  - Embassy of Nigeria
  - Consular Section
  - 3019 International Court, NW
  - Washington, DC 20008
- With your application, you will need to include proof of your initial online payment, an additional processing fee of \$70, your current passport, two passport size pictures, your letter of invitation, and evidence of sufficient funds for your stay. If you are not staying on SCOAN premises, you also need to provide your confirmed hotel reservation.

2.



**Schedule your flight.** You will need to schedule your own flight with any airline of your choosing. The scheduled arrival of your flight will need to be for the first day of your scheduled visit.

- After you have your flight booked, you need to contact SCOAN with the arrival time. Church representatives will then be able to meet you at the airport.

3.



**Make accommodation arrangements with the church.** Unless you have a disability that the SCOAN premises are not equipped to handle, you can and should make arrangements with the church to stay in one of the establishment's guest rooms.

- There are dormitories, family rooms, and private rooms.
- Each room has a hot shower, toilet, and air conditioning.

- The church also has a dining room that serves three full meals each day.
- If extra drinks, snacks, or toiletries are needed, you can purchase them from the church shop.
- If SCOAN cannot accommodate you, you can contact church representatives and ask for nearby hotel recommendations. You will need to book and pay for the hotel room yourself, however.

## Part ३

### Take the Trip

१.



**Plan for a one-day or seven-day visit.** Most international visitors stay for one week, but it is also possible to schedule a single daytime visit if you only want to visit the church prayer line.

- Single daytime visits are usually opted for only when a physical disability or severe illness prevents a guest from staying for the full week. Otherwise, most international guests are encouraged to stay for a full week.
- The actual prayer line at SCOAN usually takes place every Sunday. If you only plan to visit for one day to seek some form of healing, Sunday will be the day you should plan on.
- During a seven-day visit, you will be able to attend various church services, watch faith-building videos, listen to various testimonies, and listen to lectures from Prophet T.B. Joshua (the founder of the church).
- You can also visit the Faith Resort Ground, where you can visit prayer huts and other prayer grounds and meet with various prayer partners.

२.



**Dress accordingly.** When preparing clothes for your visit, keep in mind that SCOAN is located in a hot, humid climate.

- The temperatures in Lagos, Nigeria range are regularly within a range of 80 to 90 degrees Fahrenheit (26 to 30 degrees Celsius). These temperatures persist year-round.
- Wear loose, cool, and comfortable clothing to prevent yourself from overheating.
- Also keep in mind that your clothing should be fairly modest. Try to avoid being scantily dressed during your visit.

۳.



**Bring cash.** Many basic necessities will be provided to you during your stay, but if you want to use any of the extra services offered by SCOAN, you will need to pay for them in cash.

- Internet and telephone facilities on the premises must be paid for.
- Anything purchased in the church shop must be paid for in cash, as well.
- SCOAN accepts cash payments in the form of the U.S. Dollar, Pound Sterling, and Euro.

۴.



**Rely on official representatives during your stay.** From the moment you arrive to the moment you leave, you should rely on representatives from SCOAN to guide and assist you instead of wandering off alone.

- As long as you contacted SCOAN with your flight information, a representative will meet you at the airport and escort you to the church. When you are scheduled to depart, a representative will escort you back to the airport, as well.
- If you are staying on the premises, you will never need to leave. The only time you might wish to do so is if you want to visit the off-site prayer retreat center, but even in this case, you will be guided there by authorized church personnel.

## How to Live on a Deserted Island

The worst possible thing has happened: you find yourself stranded on a deserted island in the middle of nowhere and are a victim of circumstance. Is all hope lost? Is there absolutely no hope of being rescued? On the contrary, the opposite might be true. It is actually relatively easy to survive on a deserted island, even to thrive or perhaps even to find rescue, provided that you know what to do.

**Stay calm.** The most important thing for you to do at first is to remain calm and try to think clearly. If you start to panic, you can lose control and end up forfeiting your chances of survival. You won't do that well if you've driven yourself crazy. William Golding's novel 'Pincher Martin' is a great example that illustrates how you can't do anything unless you 'take control', because the main character in the story lets panic get the better of him. Try making a "buddy" out of an object or animal near you, and talk to them to calm down. You should make 'safety, water, shelter and food' your main priorities, in that order.

١.



**Look around you and decide on some safety precautions.** Start by asking yourself if the area around you is safe. Look around again and check if there are there any wild animals lurking in close proximity? Does it appear like there could be a flooding risk? The first important step is establishing whether the place where you are is physically safe.



## Part ٢

### Establishing the Necessities

١.



**Look for clean and fresh water supply.** Almost all people who are lost out at sea are found in a matter of hours or days. Science tells us that the human body can survive up to ٢ weeks without food, but just ٣-٤ days without water. So if there is no natural source of fresh water, start looking for a way to collect rainwater.

- Any source of water is great! As long as you have found a source of water, you can try to purify or desalinate it later.

**If fresh water is available, try boil it for ٢-٣ minutes.** This will purify it.

- If you have a desalination device, that's even better! If not, don't fret, there are actually several methods by which you can desalinate water.
- One such method is distillation. To distillate water, construct a solar still, or one that works over a fire.
- A solar still can be built by filling a large, flat container with salt water or even urine which can be re-used, if the need arises. Place a smaller container in the center with a rock inside it to hold it in place. Cover it with a thin sheet of plastic or whatever similar material you have and place a rock in the center above the cup. If placed in direct sunlight, the water will evaporate and it will condense on the plastic sheet, which will then run down the sheet and drip into the smaller container.
- For a method that works over a fire, create steam and condense the steam by using a large piece of metal or glass placed inside the steam. This will allow the condensed water to run into another container.

٢.



**Create a shelter.** You will need a shelter as protection from the elements and from natural predators as well. The best options are usually a natural shelter such as a cave, or one that you build.

- The next step to follow after having found a natural shelter, is to build a more enduring shelter. A shelter acts as a home base, a warm and shady place for you to sleep in, a place for storing your resources, and a hiding place from beasts of prey as well. Ensure that the shelter is above the ground so that bugs don't crawl all over you.

۳.



**Find sources of food.** The ocean is filled with life. Try building a low V-shaped wall made of stones at low tide, with the pointed part of the V pointing out towards the sea. At high tide, fish will swim into it, and get trapped as the tide flows out.

- There are a lot of edible roots and berries that you can actually consider eating, but do remember to watch out! Some of these roots and berries are poisonous and eating them would probably be fatal. Only eat them if you are sure they are safe to eat.
- The most reliable source of food on a deserted island are bugs. Yes, bugs! They can be found everywhere and they are an excellent source of protein, too. If you decide to fish with the bugs instead of eating them, a hook can be fashioned by carving out a stick into a hook shape and putting a barb on it. Tie string to it and you're in business.

٤.



**Take the time to evaluate your resources.** Have you found a source of fresh water? Do you have a long range radio, satellite phone, or any other means of communication? Try to find other people who might be inhabiting the island. Remember that people can be your greatest resource.

٥.



**Start a fire.** This may seem a bit trivial, but on a deserted island, fire has a number of uses. At the very least, it boosts morale. Fire can also be used to distill water, to cook, and to provide light for you and for your rescuers who can find you if they spot the fire! If you can't start a fire, don't worry, just move on to the next step and keep on trying.

**Ward off dangerous animals.** If you know somehow that there are dangerous animals in the vicinity, use a fire at night time to help keep them at bay. If you have a fire extinguisher, you could use that to ward them off in an emergency. Traps and warning signals (such as snapping twigs) can be used to prevent animals from entering your shelter zone or alert you to their presence.

## Part ٣

### Working Together

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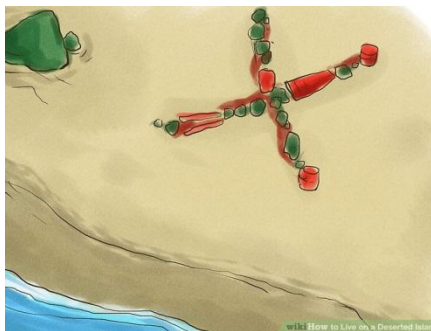
**Act on all of the approved ideas together as a group, if you have one.** Everyone must work together and ensure that all needs are met, and ensure that all your resources are put to good use.

**Bury dead companions.** If anyone in the group dies, bury them and hold a funeral. This brings some closure, and gives the due respect required while removing a potential source of disease as well.

## Part ٤

### Getting Rescued

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**arrange rocks or other large objects in a clear path to signal for help.** In William Golding's novel 'Pincher Martin', the stranded man actually built a figure out of rocks, which could be seen by passing ships. Recognized mountain distress signals are based on groups of three (six in the UK). A distress signal consists of three fires or piles of rocks placed in a triangle, or three blasts of a whistle, or three flashes of a light, each lit in succession, followed by a one minute pause and repeated until a response is received.

Three blasts or flashes is the appropriate response. If you are in clear view of boats, attempt to make a large red X somehow.

۲.



**Try to make contact with the passing boats.** Build big and unnatural looking shapes, with bright colors and something shiny. Use a radio, if available, to contact possible rescuers. Use signal mirrors, fires, flashlights, and whatever else available on hand to draw attention to yourself. This can be done while you wait.

۳.



**Never give up.** A desperate act can be lethal. Willpower is what you need to survive without food for weeks. Believe it or not, without the will to live, you won't. Try to envision the great life that you will enjoy one day; if you give up now, that will be the end.

## How to Give Directions

Whether you're telling someone how to get to your house or guiding a stranger to a local museum, you should know how to give good directions. Giving directions, though, is more complicated than just telling someone how to get to a certain location. To give good directions, you need to present the information in the way that's best suited to how the other person processes information. For instance, some people do better with specific mileages, while others



understand rough drive times best. You also have to communicate effectively and pick the most appropriate route in order to help the person stay on track and reach their destination.

## Method 1

### Guiding Them By Landmarks and Drive Times

1.



**Picture yourself going along the route with them.** Most people follow directions best when they're given in "route perspective," which focuses on describing what you'll see along the way and the travel time between these landmarks. If you were in the car or walking alongside the person, think of how you'd point out the route ("Turn right at the big church over here, then we'll go that way for about five minutes...") and use that to guide how you give the directions.

- Instead of directing them from beginning to end, think of it as directing them from landmark to landmark.

2.



**Tell the person about important and hard-to-miss landmarks.** Landmarks will give the person an idea of the progress they're making. They'll also let the person know if they're still on the path you advised them to take. Finally, landmarks will draw attention to each segment of the overall route that they're trying to follow.

- So, for instance: "Go this way for a couple minutes until the old post office with the big metal dome is on your left; then turn left and go for about 5 minutes until you see a McDonald's and Wendy's right across from each other..."

- Some landmarks to point out include: historic buildings, signs, or monuments; churches, synagogues, or other religious buildings; large businesses like a box store or car dealership; geographical/environmental features like hills or rivers; roadway characteristics like a bridge or a fork in the road.

٣.



**Specify whether something is on the left or right of the road.** Don't take for granted that the person knows what side of the road a turn, a landmark, or their destination will be on. To avoid getting the person lost, always specify which side of the street they need to either turn on or look for a landmark on.

- Make it "look on your left for the gas station with the tiger statue above the sign," not just "turn when you get to the gas station with the tiger statue."

٤.



**Provide travel time estimates for the whole trip and each component of it.** Specify the how much time the whole trip will take. In addition, specify how much time certain segments of the trip will take. This will give the person an idea of when they need to be ready to take a turn or merge onto a different road.

- Let the person know that if they're traveling the speed limit, they should be able to arrive at their destination in a certain amount of time.
- If they'll have to make some turns, tell them how long they'll be on specific roads before they should turn.
- For example: "The whole trip takes about ١٠ minutes. You'll turn left here and go for about ٣ minutes until..."



## Method ۲

### Mapping Out Distances and Compass Directions

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**Create a mental map of the route, and share it.** Some people are better at reading maps than others, and these people tend to also do better when given directions that are the verbal equivalent of looking at a map — called “survey perspective.” These are the kind of people who are good at “getting their bearings” and telling which way north is without a compass, and have a good “feel” for estimating that they just drove for two miles.

- In this case, your directions will sound like the following: “Drive north on Hamilton for a little over ۳ miles (۴.۸ km), then head east on Church Street...”

۲.



**Specify distance from point to point.** Include units of distance in every step of your directions. For example, specify how many miles or kilometers the person will stay on a specific road before turning or getting to their destination.

- City blocks and highway exits are also an acceptable unit of distance to use, even though the exact distance between them varies: “Go two blocks north, then get on the freeway and head west to the fourth exit...”
- A rough estimate is better than not giving any sense of the distance from one point to another.

۳.



**Refer to the cardinal directions.** While it's always a good idea to mention whether something is on the right or left, you should also provide cardinal directions (north, south, east, and west) when you explain a route to someone in survey perspective. And even people who do better with route perspective (following landmarks) often have a vehicle or smartphone equipped with a digital compass, and many road signs (like U.S. interstates) indicate a cardinal direction.

- So: "Turn right at the the light onto ٥th street and go south for half a mile, then merge onto route ٣٥ South..."



**Draw a map.** If you're having trouble verbally communicating directions to someone who understands directions better in map format, just sketch out the route for them. A map will allow the person to visualize where they're going. You'll also be able to include details, such as the location of landmarks, on your map. In addition, the map will give the person something to hold on to so they don't forget your directions.

- The rudimentary map doesn't need to be to scale, but you should write in general mileages and use a general map orientation (that is, with north to the top).

## Method ۳

### Choosing the Right Route to Describe

۱.



**Explain the route based on where the person is coming from.** Before you start giving directions, you need to ask the person where exactly they're coming from. This is important, as the specifics of your directions will depend on which way they are headed.

- This isn't an issue if a stranger stops you on the street, but it is important to know whether your mother-in-law will be leaving from her house or her office in the next town over.

۲.



**Give the simplest route.** While it may seem tempting to give someone directions to your favorite shortcut, this could wind up doing more harm than good. Instead, give the simplest directions that are least likely to confuse the person. This way, you'll minimize the chance that the person you're giving directions to will get lost. When considering the simplest route:

- Favor routes with less turns, even if they take a bit longer.
- Focus on routes where the person can stay on one road for a long time.
- Pick routes that avoid confusing intersections, roundabouts, or bypasses.



**Share the safest route.** If there are several alternatives available and some of them are particularly dangerous, give the safest route. As someone who is not familiar with the area, the person you're advising won't know the dangers they'll be driving through. Whether it's treacherous terrain, narrow roads, or high crime neighborhoods, take threats to the person's safety into account.

- The winding back road may save you five minutes versus using the highway, but you've driven that road many times and know all the curves and twists — and they don't.

۳.



**Don't suggest routes you haven't taken.** Focus only on routes that you are familiar with. Otherwise, you may wind up giving incorrect directions that could get the person lost. A good rule of thumb is to give directions for routes that you are most familiar with, rather than trying to describe a shortcut or another route you don't know as well.

- Skip "Well, my buddy goes this way..." and stick with "I've gone this way many times, even if it takes a few minutes longer..."

۴.



**Warn the person about confusing parts of the route.** If there is a particularly tricky part of the route you're providing, tell the person in detail. In addition, tell them when

(time or distance) to expect the confusing part of the route. Some points of confusion could include:

- Roads that merge with little notice
- Turns that are very slight
- Roundabouts

## Method 4

### Communicating Effectively

1.



**Speak slowly and clearly.** When giving directions, don't rush. Enunciate every word you say. Take time to explain important factors like potential hazards or detours. If you don't speak slowly and clearly, the person may get confused or may miss an important piece of information.

2.



**Avoid using words, phrases, or names that only locals will know.** Use the names of roads as they're marked on street signs and road maps. Avoid using road names only used by locals. In addition, don't refer to people's homes as landmarks. Any examples you use should be ones that can be recognizable to someone from outside your community.

- Even if all locals know the highway as the "Parkway East," refer to it as "I-376 East," which is what the road signs read.

3.



**Don't assume the person knows anything about the area.** Even if you think they might be a bit familiar with the place, give directions as if the person knows nothing of local landmarks, main roads, or even the names of roads. Provide all of the information they need to get to their destination. They can always let you know if you're giving more detail than is necessary.

- Avoid things like "Remember where Joe's old house was? You'll turn right after that" and go with "You'll turn right at the stoplight onto 11th Street, which comes about half a block past where Joe used to live."

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**Ask the person if they have any questions.** Be direct and ask "Do you have any questions about the route?" Asking will allow the person to clarify any part of the route they might not fully understand. In addition, it will give them the opportunity to ask you for the location of any other places they may be interested in visiting.

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**Request that they repeat the directions to you.** Suggest that the person summarize the directions you've just given to them. This way, you'll be able to make sure that they



understood you completely. Then, if they did misunderstand or mis-hear you, you'll be able to correct them.

- If they seem to be struggling with the directions you've given in "route perspective" form, consider trying "survey perspective" instead — that is, replacing visual landmarks with mileages and north, south, etc.

## How to Dress for the Airport (for Women)

Going to an airport? What you wear can make your trip a lot more comfortable. You should dress for comfort, but that doesn't mean you still can't look stylish.

### Part ١

#### Picking the Right Clothes for an Airport

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**Bring a sweater.** It can get chilly in airports, and it can also get cool on a plane. The temperature may shift and vary. So bring something warm.

- Even if you're going to a warm climate, bringing along a zip-up sweatshirt or a simple cardigan sweater is a good idea. Some knits can look pretty stylish. Dark clothing is better because it will hide spills that could happen on the plane.
- If you're traveling in winter, you might want to bring a puffy down jacket if you have one because it won't wrinkle if you need to place it into the overhead bin.
- To make your life easier, start removing layered items, such as a sweatshirt before you get to the metal detector. A lightweight jacket could also work.

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**Wear a bra that has no metal in it.** It depends on the bra, of course, but some underwire bras can set off airport metal detectors. That costs you time.

- It's also likely to cause you to have to succumb to a pat-down inspection. Not only are those sometimes embarrassing, but it will delay you.
- Instead, try metal-free bras. A simple padded brassiere could work, and sports bras are perfect for airport travel.
- If you like your underwire bra, just pack it in your suitcase instead of wearing it to the airport. Underwire bras could also be uncomfortable during a long flight.

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**Wear comfortable bottoms.** You'll want to be comfortable at the airport (no stiletto heels!), but that doesn't mean you can't still look good. Victoria Beckham has said the airport is her runway.

- Lots of people end up in the airport in sweatpants or a track suit because they're so comfortable. If that's not for you, try a nice pair of leggings instead. Match them with long sweaters, hoodies, or long tops.
- You can dress up a dressed down look by carrying a nice, statement handbag. Celebrities tend to wear sunglasses inside airports a lot and hats too. Go for comfort but with style.
- Wearing jeans can be a good choice in an airport. However, wear worn jeans that don't have too tight of a waistband and are worn in.
- Celebrities walk through airports all the time, and they manage to look both comfortable and stylish. Try relaxed trousers with a blazer like actress Cate Blanchett. Try jeans with flats and a simple black blouse like the model Miranda Kerr.

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**Wear loose clothing.** Loose sweaters are extremely comfortable, especially if you pair them with jeans or leggings. Loose fitting dresses or pants are a good choice for flying.

- A loose sweater will keep you warm and will feel comfortable, including if you end up sitting in the airport or on the plane for hours .If you want to wear a skirt, go with a long maxi skirt and don't choose anything too tight and short.
- Wear an oversize pashmina scarf with the sweater (or just with a shirt) and it can almost double as a blanket on the plane. The other benefit of loose clothing is that it can help prevent blood clots. Although synthetic clothing can be flammable, it's also less likely to wrinkle, which can make it a good choice for planes.
- A graphic T-shirt is another option if you're in a warm climate. It's casual but still trendy, so you will look stylish without sacrificing comfort. Avoid T-shirts with offensive sayings, though. It could cause you trouble in an airport.

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**Layer it up.** Often when you're traveling, you will be shifting between different climates or temperatures. Maybe you're going somewhere warmer or colder. Or maybe the temperature on the plane will shift. Come prepared.

- If you layer clothes on your body, you won't have to pack as much. You can remove one layer (say a sweater) and enjoy the tank top underneath once you land somewhere warmer (or vice versa). You should dress for the colder climate if you're flying between locales with different temperatures.
- Wearing a Pashmina, shawl, scarves, or wrap can be turned into makeshift pillows, allowing you to sleep more easily on the plane, if necessary.
- Get prepared for the plane to be cold at times even if the climate outside is not. You will also want to wear fabrics that breathe and allow air to pass, such as silk or cotton. You will feel cleaner and fresher for longer.

## Part ۲

### Wearing the Right Accessories

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**Leave the belt off.** If you wear a belt to the airport, it's going to be a big hassle. Save yourself some time, and leave it in your suitcase or at home.

- At security, you will probably be asked to remove your belt if you wear one. That means it will take you longer to get through the metal detector. It also means you might annoy people behind you. Although if you are a member of *TSA PRE CHECK* you maybe able to keep your belt on but it depends on the airport you go to.
- A key point to remember when dressing for the airport is convenience is important. Consider how to make the experience easier.
- Make sure to choose pants that will stay up without a belt if you forgot one, though!

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**Avoid lots of jewelry.** If you're wearing a ton of jewelry to the airport – or hard to remove pieces, like small earrings with small clasps – it could be a hassle.

- At the metal detector, you may have to remove most of it. Body piercings could set it off and significantly delay you.
- The other problem with wearing a lot of jewelry is that it could make you a mark for thieves or pick pockets. It's usually not a good idea to flash your wealth in an airport.
- You could keep the jewelry in a pocket within your carry on, and then put it on once you land and leave the destination airport.

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**Go simple on the beauty routine.** Lots of makeup and elaborate hair probably looks great when you board the plane and not so great after a multiple hour flight. Simpler is better!

- Your skin is likely to feel dehydrated after a flight, so do bring a small bottle of moisturizer and tube of chapstick. Pull your hair in a ponytail!
- Leave behind big bottles of beauty products. Maybe you like using your own shampoo. Or maybe it's saline solution, sunscreen, or expensive face lotion you're bringing along.
- You know the rules. You can only get bottles the size of 3 full ounces through security. Follow the rules, and it will go faster.

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**Bring a big purse.** It can be really handy in an airport to carry a big purse. For one, you'll have somewhere to put items you buy, like reading material or gum.

- For another, a nice, statement purse can dress up an otherwise low-key outfit, allowing you to look chic in an airport while staying comfortable.
- A big purse can almost double as another carry-on bag. Some women like to bring a hair brush and makeup on the plane with them, so they can freshen up right before they land.
- A too-small purse can be easier to lose. A larger purse is almost always a better bet when going to an airport. Clothing with pockets can also be useful.

## Part ٣

### Choosing the Right Footwear

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**Wear comfortable shoes.** You're going to regret it if you try to walk around an airport in heels. It will be even worse if you have to run because you're late.

- Save the heels for the suitcase. Sure, they look good, but you may have to walk

- for long destinations, and if your plane is late for a connecting flight, you might have to step it up.
- A better choice in airport shoes: comfortable flats that easily slip off your feet. That makes them easy to remove at security. Wearing your heaviest shoes, though, can reduce the weight of your luggage and free up more room for backing.
- You will also want to avoid boots or sandals with excessive lacing, buckles, zippers or the like, again because they will take forever to take off and put back on at security. Avoid tight shoes because your feet will likely expand over a long flight. If your a girl who is under ١٣ you can wear boots or sandals as long as they don't have metal because if your under ١٣ you keeps your shoes on at security. Or if your pre check you can wear boots or sandals because you keep your shoes on.

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**Wear socks.** You might think those flip flops are comfortable, but they don't provide much support. Worse, they can be a germ haven.

- Think about how many people have walked through the metal detector before you. Do you really want to go through with bare feet? You'll likely be asked to remove your shoes. Although your under ١٣ or pre check or maybe if your ١٥ its most likely your not asked to remove your shoes.
- Wear socks to protect your feet. They will also stay warmer there if the air conditioning makes the airport a bit cold or the plane is chilly inside.
- Socks will also help cushion your feet as you walk through the airport. Some airports are quite a trek from one side to the other or even require taking a tram.

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**Wear compression socks or leg wear.** Getting blood cots is a danger of flying when you will be in cramped conditions. There are special garments designed to help prevent this.

- Support your pregnancy. If you're pregnant, check with your doctor before flying. However, some doctors will recommend that you wear special clothing when flying. Some pregnant women wear compression leg wear or socks while flying. These will help stop your legs from swelling because they spur blood circulation.
- You can usually get these garments at drug stores or pharmacies or online through travel-supply stores. Wearing loose-fitting clothing can also reduce the possibility of getting blood clots. Avoid super tight clothing, socks, nylons, or even skinny jeans.
- Some people with other preexisting medical conditions may want to wear the garments too. The same is true of travelers who fly a lot. They help avoid a condition called deep vein thrombosis.

## How to Create a Travel Budget

Travel is a great way to clear your mind and find memorable experiences. However, travel can be expensive and may require you to save up and budget your costs ahead of time. By taking time to consider your costs thoroughly, both for necessities and for leisure, you will have a working budget ready for your trip.

### Part 1

#### Creating an Initial Budget

1.



**Determine what you can afford.** Assess how much money you have available for the vacation. Keep in mind your ongoing expenses that you'll need to take care of when you return like rent, utilities, and food costs. You don't want to stress yourself out during your vacation by having no money for when you return.

2.



**Get advice from friends and family.** Ask around if anyone you know has visited your

destination. While websites and web reviews are helpful, you don't know if they've been influenced by local sponsors or the like. Friends and family will give you more personal and trustworthy advice.

- Ask questions like “What does a meal cost there?” or “What are some cheap things to do there?”

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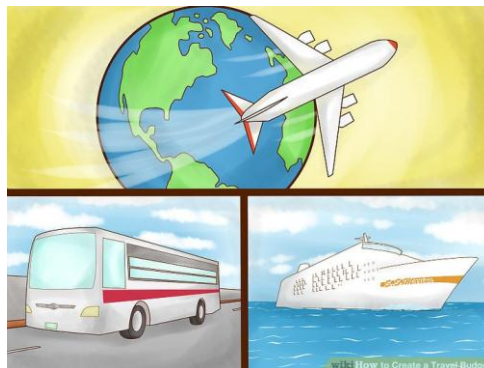
**Use online budgeting tools.** There are numerous websites designed to help your budget specifically for travel. They will help you determine the local costs of goods and what expenses you'll need to consider.

- Try sites like BudgetYourTrip.com, SavingForTravel.com, and IndependentTraveler.com. Set up an account and enter the details of your budget and travel expenses.

## Part ۲

### Budgeting for the Basics

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**Determine your method of transportation.** Travel to the location of your choosing maybe expensive. Determine the costs of taking a plane, train, coach bus, rental car, or



cruise ship to your selected location. Air travel is the quickest option but may be costlier than train, bus, or car rental if the distance isn't too great. A cruise ship affords the greatest luxury and will often include a number of stops but is also the costliest option.

- You can compare plane ticket costs with Google Flights, SkyScanner.com, Expedia, FareCompare.com, or Kayak. Always research price comparisons before making your purchase.

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**Consider local transportation.** Once you reach your destination, you'll need further transportation to get around locally. Many people take taxi cabs, ride-sharing cars, local transit buses, or the subway to get around locally. If you have some extra money, you can travel more easily by renting a car at your location.

- Use your preferred search engine to research public transit at your destination. Not all cities will have all of the options mentioned above.
- You can compare rental car prices SkyScanner.com, Expedia, or Kayak as well. Always research price comparisons before making your reservation.
- If you are renting a car, you should also consider what rental agencies are close to your airport or hotel.

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**Consider lodging expenses.** One of the more significant items you'll need to budget for is your lodging cost. Lodgings vary greatly in cost and quality so be sure to consider your

exact needs and what's available at your destination. If your destination hosts many tourists, there will likely be a wide variety of hotels, motels, resorts, and bed-and-breakfasts.

- Pick a hotel that is located near the attractions you're seeking. This will prove convenient and save you in local travel costs.
- Consider amenities like televisions in the rooms, internet access, and access to a swimming pool. You should also consider the quality and size of available beds and bathrooms, the availability of air conditioning, and whether or not they serve a complimentary breakfast. If you have any questions that aren't answered by their website, call the front desk.
- Check customer reviews on Google and Yelp. Keep in mind that nearly every hotel has some excellent reviews and some that are terrible. Read as many as possible to get a comprehensive idea of the quality.
- Some locales will have hostels where you can stay at little or no charge in exchange for doing some chores.
- You can compare hotel prices and features on Expedia and Kayak as well. You can also use Hotwire, Hotels.com, Priceline, Travelocity, and Agoda. Always research price comparisons before making your reservation because different sites may have different prices at the same hotel.

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**Include food costs.** Of course, you'll need to eat during your trip so you need to budget for meals. Keep in mind that you'll likely be eating out and that food costs can vary greatly between different places. Use your preferred search engine to determine local food costs.

- If you need to save some money on food, consider getting a hotel room with a kitchenette or at least a microwave and then purchasing some easy-to-make meals at a local grocery store.

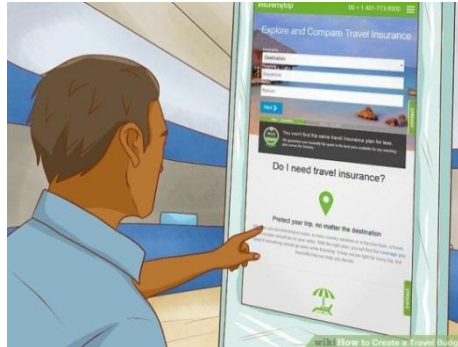
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**Keep an incidentals fund.** Always create your travel budget so that there is a little

money left over. You're likely to find some sort of cost that you hadn't considered beforehand. It could be as simple as needing sunscreen for the beach or pharmaceuticals for an unforeseen illness.

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**Consider travel insurance.** Travel insurance is commonly used to insure against a variety of significant unforeseen costs such as medical care that won't be covered by your insurer because you're out of network, lost luggage, falling victim to theft, or a transportation accident. Travel insurance can often be purchased from vending machines at airports or online.

- Allianz, World Nomads, Travel Guard, and InsureMyTrip.com are some websites that offer standalone travel insurance.
- You can also get travel insurance from general insurance providers like Geico and State Farm. You may be able to get a discount if you purchase auto, life, or home insurance from these providers already.

## Part ٣

### Budgeting for the Extras

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**Determine sight-seeing costs.** Sight-seeing is a common practice for travelers. Think

about the transportation, admittance and other costs related specifically to these trips. Most monuments, parks, and museums are free of charge but some may cost a small amount money. Research these sights beforehand so you can factor them into your budget.

- Look up pre-packaged sight-seeing tours in your destination. They may be the most cost-efficient and thorough way to see a locale's major sights

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**Determine your entertainment costs.** If you're planning on attending amusement parks, enjoying the local nightlife, or taking in a show, factor these costs into your budget. You may want to create a rough schedule of your daily entertainment plans so you can research them ahead of time.

- Use sites like Yelp and TripAdvisor to research local entertainment and get an idea of the costs ahead of time.
- Consider getting a AAA membership. They offer travel discounts at restaurants and entertainment venues.

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**Consider gifts and souvenirs.** Many travelers purchase gifts for others other souvenirs for themselves. It will be difficult to determine the costs ahead of time so make a budget you can stick to.

- Make a list of the people you intend to purchase gifts for ahead of time and try to assign a rough dollar amount.

## Part 4

### Doing Budget-Friendly Planning

1.



**Save up some money.** Travel can be expensive so developing a comprehensive budget is a great idea.

- You may also need to set aside money from your typical day-to-day expenses so you'll have enough. Work out a regular amount of money to set aside for your travel expenses and begin saving as soon as possible.
- If you need some extra money to make your travel budget, consider a part-time or temporary job like driving for a ride-sharing program or writing for an online publication. Search for temporary jobs on websites like Craigslist, Indeed.com, or FlexJobs.com.
- If you're a frequent traveler or have travel benefits from your credit card company, you may be able to defray the costs of airfare or travel.

2.



**Convert your currency.** If you are leaving the country, you may need to exchange your money for the local currency. Use your preferred search engine to find the name of the country you're visiting to determine what type of currency they use. However, many foreign countries that use different currencies also widely accept U.S. Dollars, so you may want to search whether or not this is applicable in your destination.

- Use the website <http://www.xe.com/currencyconverter/> to determine the exchange rate. Simply enter the amount of money in your travel budget and then change the second box to the currency of your destination country.

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**Consider an all-inclusive vacation.** There are a number of agencies that provide all-inclusive vacation packages that can reduce the cost of specific items and make it easier for you to budget. They usually include lodging, food, and entertainment provisions like tickets to amusement parks or guided tours. Specific packages are usually geared toward couples, singles, and families with children.

## How to Calculate Cost of Travel

Any time you plan a trip, it is helpful to know how much it will cost to travel to and from your destination. Several factors must be taken into consideration in order to get an accurate figure for the amount of money a trip will cost. Follow these steps to calculate cost of travel.

### Steps

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**Calculate the cost of transportation.** Transportation is likely to be ۱ of the biggest travel costs you will incur. If you are taking a plane, train or bus, then your transportation cost equates to the price of your ticket. If you are driving, you will need to calculate the cost of the rental vehicle, if applicable, and the amount of gas your trip will require. This is mostly aimed at cost per US or CAN Dollar, for UK Pound / Euro Dollar you may have to adjust manually.



- Start with the distance you will be driving, in miles or kilometers.
- Divide the distance by your car's fuel economy (miles per gallon or kilometers per liter). The resulting amount is the number of gallons or liters it will take you to complete your trip.
- Multiply the number of gallons or liters by the average cost of fuel.
- Note: If you drive a rental vehicle, the rental company will charge you a fixed amount per mile and, additionally, a fixed amount for car insurance. Be sure to factor these amounts into your travel costs.

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**Include all costs that are incurred while traveling.**

- Food and drink - If you travel for an extended period of time, you will need to stop for food and drink, or you may opt to pack food and drink. Either way, you must include this expense in your cost of travel calculation.
- Lodging - For trips that require driving for more than ۱ day, you will need to stop over somewhere to get some sleep. Unless you opt to pull to the side of the road and sleep in your vehicle, you will need to add the cost of lodging to your overall travel costs.
- Tolls - Many road routes have a series of toll booths that you must stop at as you travel. The cost of tolls can add up, especially if you are on a long road trip.
- Parking - If you opt to take a plane, train or bus, then you may need to add the cost of storing your automobile in a parking lot or garage to your travel costs.
- Depreciation - Any time you drive your vehicle, the value of your vehicle depreciates, and that figure must be added to your cost of travel calculation. Depreciation can be figured by multiplying the average cost of depreciation, ۲۷ cents per ۱ mile (۰ cents per ۱.۶ km), by the distance you will be traveling.
- Indirect costs - Indirect travel costs should be considered if you are driving, and include things like road maintenance, pollution, government taxes, accidents and land use. To calculate indirect costs, multiply .۰۰ cents by the number of miles or .۰۱ cents by the number of kilometers you will be driving.



- Time to travel - Also consider your time on the road vs. destination if you're going on vacation; to calculate this take the hours it will take to travel to your destination, add each stop point time (food, restroom, refuel) per 10 min increments, and you will have a total time to get to your destination. If you want to figure out how much 'money' you have lost in your delays (an average time vs. pay for your job if you're traveling for such a reason) take the amount you're getting paid total to arrive on time and subtract 10 cents for every 10 min you are not traveling, this will give you an average cost of what you will lose or gain for being on time.

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**If you have to, consider time taken off work.** When figuring the cost to travel, the time you miss from work must be added to the equation. Take the number of hours you will be missing and multiply that by the amount of money you make per hour.

## How to Calculate Aircraft Payload

Aircraft are used for recreation, news and traffic reporting, fire fighting, construction, rescue operations, medical emergencies and military applications. Aircraft also are used to move people and cargo from place to place. Aircraft suffer a performance penalty for every pound of weight that they lift. Much of this weight to be lifted is an unavoidable part of making flight possible. These unavoidable weights include the airframe, the engines, a large quantity of fuel, and the aircraft crew. Any weight over and above these unavoidable weights can be used to transport customers and ship goods for customers. These extra weights represent the load on the aircraft that a customer is paying for, from which the term payload originated. The more payload that can be lifted and the farther it can be carried, the more the company operating the aircraft can charge customers. Only so much payload can be lifted, and the payload weight detracts from the operating range of the aircraft. Use these tips to learn how to calculate aircraft payload.

## Steps

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**Get the manufacturer's data for the aircraft.** This data will list the following important parameters of the aircraft:

- Check the standard weight empty of the aircraft. The standard weight empty will indicate the weight of the aircraft with no fuel, passengers or payload on board.
- Find the maximum gross weight of the aircraft. The maximum gross weight is the upper limit of weight that the aircraft may be loaded to without structural damage.
- Look up the maximum takeoff weight. The maximum takeoff weight is the most that the aircraft can weigh during take off.
- Determine the maximum landing weight. The maximum landing weight is the most that the aircraft can weigh during landing without risking damage to the landing gear.
- Note the fuel capacity of the aircraft. The fuel capacity will be listed in either U.S gallons or Imperial gallons.

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**Calculate the weight of fuel carried.** The fuel tanks may not be loaded to capacity, so use the weight of only the fuel known to be added. Calculate the weight as ۷ lbs. per U.S. gallon (۳.۷۲ kg per ۳.۷۹ L) or ۷.۲ lbs per Imperial gallon (۳.۲۳ kg per ۴.۷۲L) if the fuel used is aviation gas. Calculate the weight as ۶.۶ lbs per U.S. gallon (۳.۰ kg per ۳.۷۹ L) or ۸.۰ lbs per Imperial gallon (۳.۶ kg per ۴.۷۲ L) if the fuel used is JP-۴.

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**Determine the maximum payload.** The maximum payload is the difference between the standard weight empty plus the weight of fuel carried, and either the maximum gross weight or the maximum takeoff weight, whichever is less. In almost every case, the maximum takeoff weight will be less and should be used for the calculation.

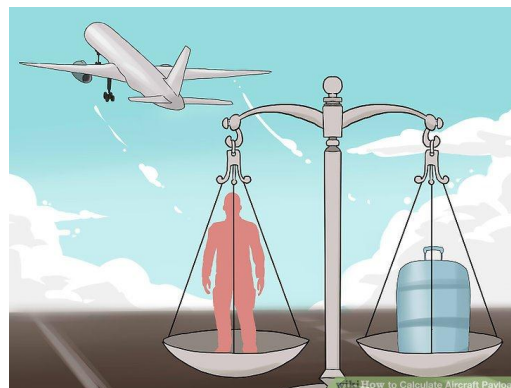
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### Divide the payload between people and cargo.

- Count the aircraft crew as people. If known, the actual weight should be used. If the actual weights of the crew are not known, estimate the weights as ١٧٤ lbs. (٧٩.٠ kg) per male and ١٢٧ lbs. (٥٧.٦ kg) per female. Add ٨ lbs. (٣.٦ kg) to each crew member weight for summer clothing and ١٤ lbs. (٦.٤ kg) per crew member for winter clothing.
- Add the passenger weights. Count each male passenger as ١٧٤ lbs. (٧٩.٠ kg), each female passenger as ١٢٧ lbs. (٥٧.٦ kg), and each child as ٧٠ lbs. (٣٤.٠ kg). Add ٨ lbs. (٣.٦ kg) to each adult for summer clothing and ١٤ lbs. (٦.٤ kg) for each adult for winter clothing. Use ٧٠ lbs. (٣٤.٠ kg) per child without adding an additional factor for clothing weight.

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**Subtract the crew and passenger weights from the payload.** The resulting calculated weight is available for baggage and cargo. Do not consider the volume of the aircraft to carry luggage and cargo. The weight limits will be reached before the aircraft runs out of space to hold the cargo.

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**Take maximum landing weight into account.** The maximum landing weight will be less than the maximum takeoff weight. The aircraft must have consumed enough fuel at the manufacturer's fuel consumption per thrust rate to reduce the total aircraft weight below the maximum landing weight before a landing can be made. If emergency conditions require an early landing, fuel or cargo (but not passengers) must be jettisoned to reduce the weight of the aircraft to the maximum landing weight.