

Travel Safely...

NWiR

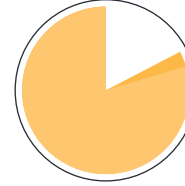
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Initiate Responsible Excursions for the International Roofing Expo

 **12M**
U.S. women take trips annually

Women comprise
50%
of all business travel

 **6.1%**
increase in
International
trip bookings
in 2018



83% of women surveyed experienced safety-related event during travel in 2018

80% of women surveyed said that the event impacted their work productivity

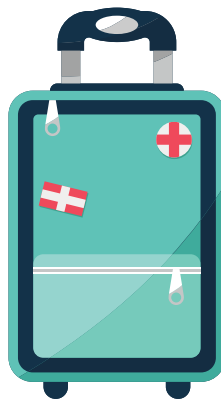


INITIATE: Planning Your Trip

- ✓ Stay at the event hotel
- ✓ Keep copies of your important documents with you physically and digitally
- ✓ Share your itinerary with your company, family and friends
- ✓ Include your travel details in your work calendar

RESPONSIBLE: Trip Smarts

- ✓ Keep your phone charged
- ✓ Stay aware of your surroundings (no earbuds)
- ✓ Inform others of your location
- ✓ Check in with one another
- ✓ Host business meetings in common areas
- ✓ Notify colleagues if anyone makes you uncomfortable
- ✓ Have a wingman (male or female)
- ✓ Never take a drink you haven't seen poured
- ✓ Never leave a drink unattended
- ✓ Don't drink too much
- ✓ Step off an elevator that makes you uncomfortable
- ✓ Listen to your gut instinct on a bad vibe — just leave



EXCURSIONS: Transportation & Hotel Smarts

Transportation Smarts

- ✓ Park at a well-lit location close to the entrance
- ✓ Keep your keys ready and car backed in for swift exit
- ✓ Use business address on luggage tag
- ✓ Take a Lyft or Uber so your location is tracked
- ✓ Send photograph of rental car plate to family/friends
- ✓ Use valet parking
- ✓ Ask the concierge if there are areas to avoid



Hotel Smarts

- ✓ Request a room with an interior entrance and above the ground floor
- ✓ Keep your room number private
- ✓ Check everything works properly in the room
- ✓ Use a rubber doorstop to wedge under the inside of hotel door
- ✓ Verify unannounced housekeeping with front desk
- ✓ Make sure the door closes behind you completely
- ✓ Look up the location of the nearest stairwell
- ✓ Check the closets, bathroom, balcony, and underneath the bed
- ✓ Keep a flashlight by the bed



For more resources and registration visit www.NWiRDay.org

NWiR
National Women in Roofing