Travel Safely…

Initiate Responsible Excursions for the International Roofing Expo

**12M**

U.S. women take trips annually

**50%**

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

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**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

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For more resources and registration visit [www.NWiRDy.org](http://www.NWiRDy.org)