===== * \( \to **CREATE \) website handbook of**
<ul> <li>□ flight info</li> <li>□ airline customer service number</li> <li>□ airport map with gates</li> <li>□ hotel address (linked), phone number, hotel shuttle</li> </ul>
*   **SAVE and FAVORITE on phone**
$ullet$ $\square$ airline customer service phone number
* □ **BUY before leaving**
<ul> <li>□ frozen meal ready at home for return date</li> <li>□ protein bars for flight over and back</li> </ul>
* □ **EDC**
<ul> <li>□ pen (2)</li> <li>□ pocket notebook</li> <li>□ credit cards (2)</li> <li>□ state ID</li> </ul>
* □ **Personal Effects**
<ul> <li>contact friends in destination city</li> <li>haircut within 4 weeks</li> <li>empty water bottle</li> <li>normal notebook</li> <li>reading book</li> <li>noise-cancelling headphones</li> </ul>
* □ **Electronics**
<ul> <li>USB-A&gt; Thunderbolt</li> <li>USB-A&gt; USB-C</li> <li>USB-C&gt; wall</li> <li>wall outlet adapter</li> <li>laptop with charger</li> <li>phone with charger</li> <li>iPad or Switch</li> <li>powerbank</li> </ul>
* □ **DOWNLOAD onto phone**
<ul> <li>□ transit app</li> <li>□ hotel app</li> <li>□ conference app</li> <li>□ airline app</li> </ul>
* □ **Clothes**
• □ Fly Days

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- □ slip-on shoes□ compression socks
- ∘ □ jacket
- $\circ \square$  button down with chest pocket

## • ☐ Ground Days

- ∘ □ shoes (practical)
- ∘ □ shoes (formal)
- ∘ □ socks
- $\circ$   $\square$  underwear
- ∘ □ ties
- ∘ □ cuff links
- ∘ □ shirts
- ∘ □ jacket
- ∘ □ umbrella

## \* □ \*\*Toiletries\*\*

- □ razor
- □ ibuprofen
- □ diphenhydramine
- □ glasses
- □ contacts
- □ contact fluid =====

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