



# Safety & risk tips for managing event travel

## Policy and risk tolerance

- Identify how many people from our organisation we are comfortable having on a single flight.
- Understand level of risk are we comfortable with should something happen
- Assess our flexibility with wider arrival and departure windows, flight allocations etc
- Know and communicate the strategy and plan for emergency situations

## Risk assessment

- Assess routes, destinations and venues based on the below:
  - **Geopolitical** - internal conflicts, demonstrations, strikes, destinations with a high crime rate, etc
  - **Meteorological** - earthquake and cyclone warnings, etc
  - **Health** - food to avoid, drinking or non-drinking water, etc
  - **Physical** - recommendations for the equipment needed at the destination

## Equipment and technology

Consider the use and contracting of:

- Security trackers
- Duty of care dashboards, reporting and alerts
- Technology that activates alert notifications and updates geolocation information in real time

## Pre-travel requirements

- Travel insurance coverage including medical and trip cancellation
- Pre-travel briefings so attendees understand local customs, emergency contacts, medical support and the planned itinerary
- Alert business travellers to anything they should be aware of on their side