

# 2017 Annual Meeting Safety Tips & Travel Checklist

## Travel Documents

- Passport (Remember to check your passport expiration date! Most countries require that your passport be valid for six months after your scheduled return date.)
- Driver's license or other identification
- Health insurance card or identification (Note: Contact your health insurance provider before traveling to make sure you are covered. Most policies do not provide coverage outside of the country. Travel medical insurance is available for very low cost through numerous sources.)
- Boarding passes
- A card listing the location of the nearest embassy to your destinations
- **Note:** You should copy or scan the identification pages of your passport prior to traveling. Keep a copy with you, and give a copy to someone you trust at home. This will speed up the replacement process in case your passport is lost or stolen.
- **Consider registering with your embassy in the country you are visiting. United States citizens can register online through the Smart Traveler Enrollment Program, or STEP, at <https://step.state.gov/step/>.**

## Medication

**If you are taking prescription narcotics or psychotropic drugs, you should have the following:**

- A letter from your doctor stating what medications you are prescribed
- A copy of the original prescription
- Enough prescription medication to last the entire trip, plus up to five days extra in case of delays or loss
- Prescription medications should be in the original packaging, with the label attached.

## Emergency Contact Information:

- People at home whom you would want contacted in the event of an emergency. It is a good idea to keep a copy of this list in your passport in case you are ill, injured, or otherwise unable to communicate.
- Contact information for your hotel or lodging at your destination (It is a good idea to obtain and carry a business card from the hotel or lodging.)
- Keep a printed copy of your passport identification page in your luggage when traveling and in your hotel room safe when you are at the conference.

## Cash or Credit Cards:

- Do not take all your credit cards with you. Carry one or two, and keep one in the safe in your room or in the hotel lockbox.
- Contact the credit card issuer prior to leaving for any credit cards you plan to carry. Let them know where you are going and the dates you will be gone. This will prevent the possibility that your credit card issuer will decline charges based on suspicion of fraudulent use.
- If offered, sign up for text or email alerts for charges. This will help you identify any suspected unauthorized use.
- Avoid carrying large amounts of cash with you when exploring. Carry what you think you need, and secure the rest in your hotel safe or lockbox.
- Remember that there might be foreign transaction fees for ATM use. Check with your bank to identify fees prior to traveling.
- If you need to withdraw money from an ATM, tug on the card reader slot to make sure that there is no "skimmer" attached (a device used by thieves to capture your card data). If possible, use ATMs located inside the conference venue, hotel, or banks.
- To avoid currency conversion fees when returning from your travels, use excess remaining currency to pay for your room charges or other fees when you check out of the hotel.

## Communications:

- Verify whether your hotel or the conference venue has public wi-fi and what the cost of Internet access is prior to traveling.
- Connect only to trusted wi-fi connections. These should be published or available from the conference staff, your hotel, or the conference venue.
- Avoid using open, unsecure wi-fi hotspots.
- Install a personal firewall on your computer or portable electronic device.
- **Contact your cellular provider before leaving and make sure your cellular phone plan allows international use, as well as the costs.**
- Make sure your phone and computer are secured with a password or PIN.
- Back up your phone data to the Cloud to make sure you can access contacts and other important data if your phone is lost or stolen.

## Personal Safety & Security:

- Never give your hotel room information to someone you don't know.
- Do not open your hotel room door to anyone you don't know or recognize.
- If someone knocks on your door and identifies themselves as a hotel employee and you are not expecting anyone, contact the front desk to verify their identity.
- Store your personal valuable items in your room safe or a hotel lockbox when you are not in your room.
- Do not leave valuables or personal electronic items unsecured in your room when you are out.
- Avoid walking alone to and from the conference venue, especially at night.
- If you are exploring, let someone know where you are going, who you will be with, and what time you expect to return.
- Avoid carrying your wallet, passport, or cash in your rear pants pockets.
- Avoid counting cash in public or publicly displaying where your wallet, cash, or passport are stored on your person.
- Keep your cash, passport, and wallet separate when outside or exploring.
- Consider purchasing an RFID shielding cover for your passport.
- Leave a copy of your travel itinerary, hotel information, passport, and conference contact information with your emergency contact.
- Stay vigilant in crowds. If you see a disturbance, avoid getting caught in it by retreating, taking a different route, or hailing a taxi.
- Wear your purse or bag with the strap across your back and chest, instead of hanging loosely off the shoulder.
- Be vigilant while riding public transportation, in tourist areas, or in airports or public transportation stations. If possible, have a "travel buddy" to help you keep an eye on each other's belongings.

## Medical Service Providers-Vienna, Austria

NOTE: SPR provides this list for information only. Inclusion on this list is not an endorsement of the practitioners or services provided, nor is this a list of all hospitals. Your hotel concierge or SPR staff can provide more information on services that may be available. Medical providers may require payment in advance for medical services.

### Emergency Numbers

Ambulance / rescue: tel. 144

Emergency doctor: tel. 141

ViennaMed doctor's hotline for visitors (0-24):  
tel. +43-1-513 95 95

### Pharmacies

#### **International pharmacy (also having foreign medication):**

phone: +43-1-512 28 25

Kärntner Ring 17, 1010 Vienna

<http://www.internationale-apotheke.at/en/>

#### **Pharmacies close to Hofburg:**

##### **Zum goldenen Hirschen:**

phone: +43-1-533 90 74

Kohlmarkt 11, 1010 Vienna

##### **Alte Leopoldsapotheke:**

phone: +43-1-512 13 81

Plankengasse 6, 1010 Vienna

<http://www.alte-leopoldsapotheke.at/>

##### **Opern Apotheke:**

phone: +43-1-512 68 64

Kärntner Str. 53-55, 1010 Vienna

<https://www.opern-apotheke.at/>

##### **Pharmacy service over the weekend and during the night:**

<https://www.nachtapotheke.wien/>

### Hospitals

#### **Main Hospital (AKH)**

phone: +43-1-404 000

Währinger Gürtel 18-20, 1090 Vienna

<http://www.akhwien.at/>