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1. Name 5 common travel challenges and solutions to those challenges one would face?

Answer:

CHALLENGES:	SOLUTIONS:
Meetings run over time	Set strict time limits per agenda item; use a timekeeper
Low attendance or participation	Send reminders; make meetings relevant and concise
No clear outcomes or decisions	End each item with a decision or action item assignment
Technical issues in virtual meetings	Test equipment beforehand; have a backup flatform ready
Lack of follow-up on action items	Track actions in a shared document ; review at next meeting

2.) What is business travel?

Answer:

Business travel – a travel undertaken for work-related purposes -such as meetings, conferences, client visits, and trainings.

3.) Name 5 risks one could face during travel?

Answer:

- Health emergencies abroad
- Political instability / civil unrest
- Natural disasters and severe weather
- Theft, fraud, and personal safety
- Flight cancellations and delays