



Travel Checklist

Project

The Future of Human Rights in the Digital Age

1

Documentation and Procedures

- Valid passport (minimum 6 months before expiration)
- Visa (if required by the destination country)
- Flight tickets (round trip)
- Boarding pass (digital or printed)
- Confirmed hotel reservations
- International travel insurance if required
- Vaccination card or health requirements (e.g., yellow fever, COVID, or others)
- Conference documents (invitation, accreditation, digital tickets, program)
- Emergency contacts (family members and event organization)



2

Finances

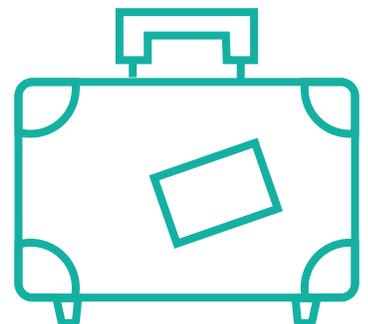
- Credit/debit cards enabled for international use (manage in advance with your bank)
- Cash in local currency or USD/EUR
- Personal budget allocated for contingencies



3

Luggage

- Checked bag (complying with the airline's weight allowance - verify)
- Carry-on bag (change of clothes, personal items, medications, chargers)
- Formal/professional attire for the event
- Comfortable clothing for sightseeing tours
- Presentations on USB / cloud backup
- Business card, printed or QR (networking)
- Personal hygiene kit
- Reusable water bottle, preferably metallic
- Clothing suitable for the destination's climate





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Health and Wellness

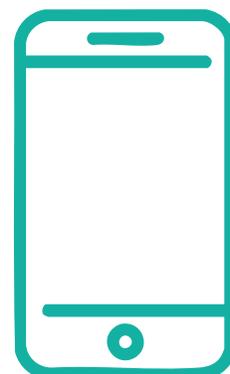
- Personal medications (with medical prescription)
- Basic kit (painkillers, antiallergics, bandages, antibacterial gel, face masks)
- Hydration and healthy snacks for the trip
- Check the time difference of your destination



5

Technology and Connectivity

- Mobile phone with roaming activated or international SIM
- Universal power adapter
- Chargers, power bank, and extra cables
- Laptop/tablet (if used at the conference)
- Useful apps downloaded for the destination (translation, transport, offline maps, conference app)
- Activate two-step verification on your main accounts:
 - Gmail / Google - Settings - Security - Two-step verification - "Get started"
 - Instagram - Security - Two-step authentication - App or SMS
 - Twitter/X - Security - Two-factor authentication - Authentication app
 - Facebook - Security and login - Two-step authentication
 - WhatsApp - Account - Two-step verification - Define a PIN
- Update the phone number or verification method if you change chips or SIMs during the trip
- Follow the official event social media (Twitter/X, Instagram, LinkedIn, YouTube)



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Personal Recommendations

- Make digital and physical copies of all documents and save them in the cloud
- Notify family/friends about the itinerary and destination contact
- Check the weather forecast and pack accordingly
- Sleep well the night before the trip
- Arrive at the airport with a minimum of 3 hours in advance
- Maintain an open attitude for networking and cultural experiences
- Carry less weight; it is more practical for you—do not take unnecessary items
- Check your Google Photos space so you can save your memories there
- Keep receipts or support documents for reimbursements (if applicable)
- Check your event itinerary in advance to enjoy the schedule to the fullest

