

Some Points To Remember

Some small sins of omission and over-planning became evident to quite a few committees in their review of the arrangements after the departure of their guests. The gist of these comments and critiques will be pertinent to the planning of future group visits:

- Don't over-schedule! Some planners get the feeling that every hour of free time left to the visitors reflects adversely on their performance. They'll be grateful for a break, particularly in the first few days after their long trip.
- In scheduling group visits to industries, shopping centers, and other local attractions which you may desire to show your guests, be sure to arrange for VIP treatment all along the way. This includes a personal welcome by the chief spokesman for the establishment, as well as interpreters, refreshments, and souvenirs where appropriate.
- Furnish the delegation's itinerary to the news media in the city and make sure a photographer working for the committee, or one whose photos will be available to you, covers all public functions at which your guests appear. Copies should be presented to the delegation, if possible mounted in a scrapbook as a memento to take back for permanent retention by the counterpart committee at the conclusion of their visit.
- Some visitors, particularly from developing nations, may show a great interest in the purchase of electrical gadgets and appliances. Make sure they get items equipped with a voltage convertor suitable for the current used in their countries.