

LEADERSHIP EXCHANGE TRAVEL TIPS:

- **Identification:**
 - Check your passport expiration date.
 - Passports will be required to show on Tuesday, Sept. 19 at Roche security—please pack them that morning.

- **Tipping is not a common practice in Switzerland:**
 - You don't need to tip taxi drivers or the wait staff at restaurants.
 - You are welcome to tip valets and room staff at the hotel.

- **Food & Beverage:**
 - Some lunches will be quick standing lunches where you stand at a tall table to eat.
 - Your overnight stay includes breakfast at the hotel restaurant, which is located on the second floor of the hotel. We will have breakfast as a group on Saturday, Monday, Tuesday, and Wednesday, but if you are an early riser, the hotel restaurant serves breakfast from 6:30 - 11 a.m.
 - Small Group Dinners:
 - A huge component of our trip will be small group dinners on Monday and Tuesday evenings. These are required for you to attend with 14-16 delegates. You will receive your group and restaurant at check-in.
 - We will be providing the best Swiss experience for our meals together on LEX. Therefore, meals will be buffet style, or a pre-selected meal with a salad or soup, an entrée, and dessert. If you have an allergy or food preference the restaurant needs to accommodate, please let the wait staff know.
 - Transportation by bus to small group dinners will drop your group off near the restaurants but a short 3 to 4-block walk will be required to get to dinner and back to the bus.

- **Dress:**
 - Layer your clothing.
 - Wear comfortable shoes like tennis shoes.
 - Jeans are welcome.
 - Small group dinners can also be casual.
 - Dress comfortably for travel on cobbled roads, through narrow stairwells, and stairs.
 - Ice Miller will provide umbrellas at check-in.

- **Hotel:**
 - Marriott Bonvoy points will be noted at check-in for only those extra rooms you are paying for on your own, pre and post-trip rooms. Not for the rooms the Indy Chamber pays for in your registration, Sept 16-20.

- **Miscellaneous:**
 - Credit card: If using your own credit card for personal use, we recommend choosing Swiss Francs over U.S. Dollars when asked to select to confirm your transaction. This will help you avoid additional [currency conversion fees](#).
 - Travel adaptor for all electronics: Plug type C is the plug that has two round pins and plug type J is the plug that has three round pins. Switzerland operates on a 230V supply voltage and 50Hz. Elements Financial provided you with one of these in your delegate gift bag. You are welcome to order more on Amazon.