

Business packing list

	Category	Item	Packed
☐	Documents	ID or passport, tickets, hotel confirmation	
☐	Documents	Meeting agenda, addresses and contacts	
☐	Work	Laptop, charger, presentation files and a backup	
☐	Work	Business cards, notebook and pen	
☐	Clothes	Outfit for each meeting day, one spare shirt	
☐	Clothes	Shoes, belt, and a layer for air conditioning	
☐	Toiletries	Liquids of 3.4 oz (100 ml) or less, in one quart-size bag	
☐	Money	Company card, and an envelope for receipts	
☐	Tech	Phone charger, plug adapter if abroad	
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