



Trip Brief

Hammond Advocacy I 11/11/22

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Flight and Travel Information

Departure: Friday, November 11th

You are responsible to find a ride to the airport and arrive 2.5 hours before the flight at the AIRLINES check-in counter. Please check in with the trip leader and proceed to get your ticket.

RESERVATION CODE JJCRJI
AIRLINE RESERVATION CODE 37UTTC (BA)

 DEPARTURE: **FRIDAY 11 NOV** ▶ ARRIVAL: **SATURDAY 12 NOV**
Please verify flight times prior to departure

BRITISH AIRWAYS BA 0190 Duration: 9hr(s) 5min(s) Cabin: Economy Status: Confirmed	AUS AUSTIN, TX	LHR LONDON HEATHROW, UNITED KINGDOM	Aircraft: Air Distance (in Miles): 4915
	Departing At: 7:05pm (Fri, Nov 11) Terminal: Not Available	Arriving At: 10:10am (Sat, Nov 12) Terminal: TERMINAL 5	Meals: Meals

Checked Baggage: Adult, 2x23kg (50lbs)
Cabin Baggage: Adult, 1x23kg (50lbs)

Passenger Name:	Seats:	eTicket Receipt(s):
» EVANS/MATTHEW BERNARD		1257863146845
» KELLY/GEORGE MARK		1257863146846

 DEPARTURE: **SATURDAY 12 NOV** Please verify flight times prior to departure

BRITISH AIRWAYS BA 0856 Duration: 2hr(s) 0min(s) Cabin: Economy Status: Confirmed	LHR LONDON HEATHROW, UNITED KINGDOM	PRG PRAGUE, CZECH REPUBLIC	Aircraft: AIRBUS INDUSTRIE A320 JET Distance (in Miles): 651
	Departing At: 3:10pm Terminal: TERMINAL 5	Arriving At: 6:10pm Terminal: TERMINAL 1	Meals: Food - Beverage for Purchase

Checked Baggage: Adult, 2x23kg (50lbs)
Cabin Baggage: Adult, 1x23kg (50lbs)

Each trip member can check in for your flight 24 hours before your flight. Typically your passport number is needed to update the airline site when checking in. The check in information is listed on the detailed itineraries attached in your email.

***Your “check in number” (Airline Reservation Number) is located on the left side ABOVE OR BELOW the boxed flight information on your detailed itinerary (example below).**

Return: Sunday, Nov 20th


Please plan to arrive at the airport at least 2.5 hours before your trip departure.

 DEPARTURE: **SUNDAY 20 NOV** Please verify flight times prior to departure

BRITISH AIRWAYS BA 0853 Duration: 2hr(s) 20min(s) Cabin: Economy Status: Confirmed	PRG PRAGUE, CZECH REPUBLIC	LHR LONDON HEATHROW, UNITED KINGDOM	Aircraft: AIRBUS INDUSTRIE A320 JET Distance (in Miles): 651
	Departing At: 7:50am Terminal: TERMINAL 1	Arriving At: 9:10am Terminal: TERMINAL 5	Meals: Food - Beverage for Purchase

Checked Baggage: Adult, 2x23kg (50lbs)
Cabin Baggage: Adult, 1x23kg (50lbs)

Passenger Name:	Seats:	eTicket Receipt(s):
» EVANS/MATTHEW BERNARD		1257863146845
» KELLY/GEORGE MARK		1257863146846

 DEPARTURE: **SUNDAY 20 NOV** Please verify flight times prior to departure

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Checked Bags

You have two checked bags. Besides that we recommend that you bring carry-on bags.

Packing Tips

- Select all the items you are considering taking. Lay them out in a neat organized pile and break them into groups of tops, bottoms, ministry specific clothes, etc.... This will help you to make outfits. Give yourself a basic number of pieces you would like to include, all the way down to the shoes.
- Go through your selections and pick your favorites from each group, then start making them in to as many outfits as you can. If something can't be worn in at least 2-3 different ways then it's probably a waste of space. Decide whether it's worth the room it will take in your suitcase, or swap it out for something more versatile.
- I encourage you to pack one set of ministry clothes in your personal bag you are putting under the seat just in case you have to gate check your carry-on bag and something happens.
- Check the weather frequently the week leading up to the trip.
- Wear your bulkiest items on the plane to allow for more space in your carry-on bag.
- Put any important medication in your personal bag that goes under the seat.
- Seal any liquids in a ziplock personal bag to protect other items in your bag in case of leaks/spills.
- Pack your clothes in gallon ziplocks or packing cubes to help conserve space/stay organized.

Bank Notification

Before leaving for your trip, make sure to alert your bank that you will be traveling out of The Czech Republic for the week. You can call them or use the online "travel notice". This way, your card will not get declined when your bank sees any unexpected charges from The Czech Republic.

Travel Tips

- Make sure you empty your water bottle upon entering the airport.
- Please put your passport in a safe place in your hotel room upon arrival and leave it there until you leave for the airport. This will prevent something from happening to your passport while out in the city.
- Have one person from the team purchase a bottle of melatonin to help people sleep on the plane.
 - Melatonin is a hormone that regulates sleep–wake cycles. It is primarily released by the pineal gland. As a supplement, it is often used for the short-term treatment of trouble sleeping such as from jet lag or shift work.
- Once you get on the plane, set your watch/phone to what time it is at your destination. Once you see what time it is at your destination, try to stay awake when it's daytime there and get some sleep when it's nighttime. This will help your body adjust to the time zone and fight jet lag.
- Stay hydrated on the flight by bringing a water bottle to fill up once through Security.

- Bring a travel-size toothbrush to use while traveling.
- Wear comfortable clothes on the plane.

Vaccines

Cross reference the [CDC's website](#) for The Czech Republic to see if you are in need of any vaccines. Last checked no requirements.

Safety Tips

There is a recommended resource when traveling abroad called the Smart Traveler Enrollment Program (STEP). Enrolling in this program lets the U.S. Department of State Embassy and Consular personnel know you are traveling abroad in the event that emergency assistance needs to be provided to U.S. citizens and nationals. This is just a precautionary step of security we suggest for those traveling on international trips.

You can register for STEP [here](#). Make sure to have your passport, flight itinerary, and accommodations information handy when enrolling.

I've also listed some safe travel reminders here as well:

- Carry wallets in front pockets
- Don't carry a purse or an open loose bag
- Secure important documents in a safe or locked suitcase
- If possible, wear closed-toed shoes when traveling
- Don't have all of your cash in one place
- Do not expose how much money you are carrying in a public place
- Identify your travel buddy and never travel alone. Avoid traveling in a large group and instead split up into smaller groups of 2-3
- Depending on the location of the trip, some public events might be unsafe. Use your best judgment when attending them, or ask the ministry partner's opinion if you are still uncertain.

Airport Customs Information

Upon entering Prague, you will likely be asked by an Airport Customs Official your reason for entering the country. You should be prepared with a Short Truthful Statement, and occasionally you will be asked where you are staying.

- **Simple Truthful Statement:**
 - Principles:
 - Stay in your box. Truthfulness does not mean you have to tell all the details.
 - Try changing the conversation.
 - Be wise, but not paranoid. Share boldly, but be aware of your surroundings.

- **Common Questions and Answers:**
 - Who is funding this trip? - Family (try not to mention friends)
 - Why this country? This city? - Come up with 3 - food; a friend came last summer; a popular city; some sort of landmark; could talk about the country in general. You can say “I am here as a tourist for my summer holiday.”
 - Who are you connected with here? - I’m here to learn about culture. in NO scenario should you give out names. Change conversation. What’s the best place in the city to go?
 - Where are you staying? Be prepared to give the name of the hotel you are staying at. Make sure to have your lodging address in case a Customs agent asks where you are staying.
 - How do you get a hotel room or money without speaking the language? - Online Maps; Googled the opportunities in the US; Got some foreign currency in the US; ATM here.
 - Where are you from? - Stay general here. Say Texas or Austin.
- **Words to Avoid:**
 - Do not mention missionary, church language, or anything to do with the word “work”.
- **Further Information:**
 - check out this article for further preparation - <http://www.travelinsurance.org/7-things-you-should-never-say-to-an-airport-customs-official/>

Logistics Once in Prague

Important Contact Information

2. TRAVEL AGENT: Adam Stewart |High Point|Travel Helpline: 1-866-715-9763
3. TRIP MANAGER: Robin Ten Eyck, robin.teneyck@austinstone.org, (281) 253-9553 (cell phone and WhatsApp); Ryan Head, ryan@austinstone.org, 402-305-4520

On-Field Funds

You will receive funds for your on-field expenses (transportation, food, etc.) via direct deposit the Friday before the trip leaves. The recommended route is to use your credit card in Prague and then pull out some Czech crown at an ATM just in case.

Please keep track of any transaction and only use these funds for the intended purposes of transportation, food, etc. There will be a ledger in the back of your trip journal in order to help you keep track of spending. We will collect any left over funds at or before the debrief meeting.

Per Person Amounts: Total -\$830

- Airport Meals - \$40
- Food - \$330
- Lodging-\$280
- Emergency funds-\$100
- Transportation-\$80

Cell Phones

Personal international plans are optional. This is not necessary, but you are welcome to get these on your own initiative. You'll be able to use your phone on wifi.

Recommended Downloads:

- Google Maps for Prague as it will allow you to use maps offline
- Google Translate for languages commonly spoken in the area you are going (can then use offline). Great ones to download are Czech.
- YouVersion Bible App (icon is a little brown Holy Bible). There are many different translations in different languages you can download.

In Case of Emergency (Physical/Mental/Emotional/Spiritual)

In the case of an emergency, our priorities come in this order.

1. Make sure individual(s) taken care of
2. Notify/consult ministry partner of what happened ParticipantT will notify Global Missions Team of what happened, what was done, status of individual/individuals

Health Insurance

We purchase health insurance for everyone who goes on a short-term trip. If something were to happen to you while on your trip, you'll be covered. Make sure to have your trip insurance card with you. You can either carry it with you or take a picture of it on your phone. If something were to happen, I've listed some steps to take.

Post Trip

Debrief

Ty Cooper, Advocacy Team Manager, will be reaching out to debrief with y'all about your trip and how Geoff is doing.

Leftover Funds

At the end of the trip if there are any leftover funds, Venmo or Cash App them back to your trip leader, who will then return them to the Austin Stone. This way only one person has to write a check to Austin Stone. The Short-term Trips Manager will collect those funds from the trip leader either before or at the debrief meeting.