TRAVEL SMART

Identification: Be careful not to leave valuables, purses, and especially IDs in airports, train stations, and meeting rooms. At a minimum, make a copy of your driver’s license so if it were lost, officials could use the information to reissue identification.

Passports: Do not carry your passport with you once you arrive at your destination. Secure it in your in-room safe or use a hotel security box. Most important, do NOT carry it with you. If it is stolen or you lose it, obtaining a new one to get home can be difficult, frustrating, and time-consuming and could even delay your return home.

Cash: Carry what you will need to get through the day and leave the rest in your in-room safe or hotel security box. Avoid displaying large amounts of cash or other tempting items.

Try Not to Carry a Purse: But if you must, carry it securely under your arm. Never wrap the purse strap around your arm or enter a tug-of-war with a thief trying to grab your purse. You could be seriously injured.

Medical Information: Carry any special medical information with you at all times or wear medical alert identifiable jewelry.

STREET SENSE

Scan the Environment: Look for well-lit streets and areas that are populated. Select routes that are the shortest between your destination and hotel or conference center but avoid deserted areas. Be observant!

No Cell Phones: Eliminate the use of your cell phone or other personal electronic devices while driving, bicycling or walking.

Walk with Confidence: Communicate the message that you are calm, confident, know where you are going, and know what is going on around you.

Badges: For your security, your badge must be worn at all times while you are at the meeting. However, leave the meeting facilities. Similarly, leave convention totes back in the room. These are signs you are from out of town and might be an easy target.

Buddy System: Safety in numbers. Periodically check on each other and agree on departure times.

Just Say No: If you feel compelled to give, donate to local charitable organizations. Avoid street solicitors.

HOTEL SAFETY

Escape Routes: Whether in a meeting room or your guest room, find the nearest exits in case of an emergency. Remember an emergency could occur at the most inopportune time and in the dark.

Hotel Door: Use all auxiliary locking devices on doors and windows. Use the door viewer to identify anyone requesting entry. Don’t let anybody in the room without knowing they are expected and wearing a uniform or badge. If in doubt, call the front desk. In a fire emergency, be sure to check the door for heat and smoke before exiting.

Valuables: Do not leave valuables in your hotel room – on your desk, nightstand, in drawers or on the dresser. Please use your in-room safe or a hotel provided security box.

EMERGENCY NUMBERS

Report any suspicious activity in/around the hotel or convention center to security.

Hilton Security: Dial (212) 261-5747 or 5747 from any house phone

Sheraton Security: Dial (212) 830-8595 or #3 from any house phone