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Collana	Bering guides
Soggetti	Business travel - Switzerland Switzerland Guidebooks
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Livello bibliografico	Monografia
Note generali	"Developed in conjunction with the Brigham Young University Marriott School of Management."
Nota di contenuto	Intro -- Map and Time Zones -- At a Glance (2002) -- Basic Information -- Geography -- Politics -- Political Structure -- Political Parties -- Economy -- Background -- Current Trends -- Regional Differences -- Investment and Trade -- E-Commerce -- Preparing to Leave -- Scheduling -- Visas and Documentation -- Customs Preparations -- Immunizations, Prescriptions, and Health Insurance -- Money -- Things to Pack -- Clothes -- Presentation Materials -- Gifts -- Adapters -- Business Cards -- Interpreters -- Mobile Phones and Calling Plans -- Hotel Reservations -- Getting Around -- Transportation -- Airport to Hotel -- Taxis -- Rental Cars -- Buses -- Trains -- Planes -- Boats -- Communication -- Telephone -- E-mail/Fax -- Mail -- Purchases -- Keeping Safe and Well -- Summary of Risk -- Medical Treatment -- Food, Drink, and Cigarettes -- Terrorism -- Violent Crime -- Theft -- Legal Rights and Obligations -- Making a Good Impression -- Swiss Perceptions of Americans -- Conversation -- Body Language -- Gift-giving -- Business Entertainment -- Dining -- Table Manners -- Paying for Meals -- Doing Business -- The Workweek -- Industrial Relations -- Introductions -- Presentations -- Negotiations -- Giving Feedback -- Departing and Following Up -- Airport Formalities -- Following Up -- Useful Contacts -- U.S. Department of Commerce -- National Institute of Standards and Technology (division of Dept. of Commerce) -- U.S. State Department -- Overseas Citizens Services 24-hour hotline (service of State Dept.)

-- United States Embassy to Switzerland -- Swiss Embassy to the  
United States.

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