

Business Trips Must Have

The purpose of your trip determines what you pack. For example, if you're going to a client's office to share a proposal or project details, you don't want your computer to run out of juice while you're in the middle of a presentation. Be sure to bring additional batteries so you'll have enough power for your computer, and bring power cords to take advantage of power outlets at the presentation location.

Also, make sure you have a back-up copy of your presentation and any related files. You can store them on your hard disk or on a portable storage device, such as a USB keychain. You can then access your files if your company's network resources aren't available.

On the other hand, if you're attending a business conference, your packing requirements might be more minimal. You're probably bringing your mobile PC to check e-mail a few times a day or take notes during some of the sessions. In this case, a padded carrying case plus a power cord and wireless card is probably all the equipment you'll need.

Items you will need to pack?

Packing needs vary dramatically based on the length and purpose of your trip. Check out the following list for some suggested peripherals and gadgets you should and could take.

- **Padded carrying case:** Offers physical protection for your mobile PC while traveling.
- **Power cord:** Most batteries have a limit of three hours or less, so this is a must for almost any work away from your office.
- **Ethernet cable:** Hotels are starting to provide them in rooms, but it's wise to have a backup.
- **Wireless card:** Necessary for using wireless hotspots or networks.

Don't forget to thing Internationally

- **Telephone cord and adaptor:** Necessary for international travel if you plan on using a dial-up connection and a modem. When you're ready to connect while in your destination country, remove the foreign modular phone plug from its wall socket; insert the adaptor in its place; and then snap the RJ-11 plug from your modem into the adaptor.
- **Power plug adaptor:** Most mobile PCs have universal power supplies that will work just about anywhere you go, but you still need to bring the correct power-plug adaptor for your destination country or countries.
- **Phone line filter:** A small device that plugs into the phone line between the wall and your modem. Some countries use what are called *tax impulses* on the phone lines to meter local phone usage and assign charges. These pulses may interfere and prevent you from establishing a successful connection. You may encounter tax impulses in Austria, Belgium, Germany, Spain, and Switzerland.

Items to think about if you are going for an extended amount of time.

- **Extra battery:** Can be heavy and bulky, but if you are going to be away from a power source for extended periods of time you will need them.
- **Surge protector:** An electrical device inserted in a power line to protect your mobile PC from sudden fluctuations in current.
- **Compact mouse:** Small and light, and can save you some pain when working long hours on a mobile PC with a small built-in pointing device.
- **Headset:** Create comfort for listening to music or watching a movie, easy to pack, but also easy to forget.
- **Laptop light:** Handy accessory if you're planning on working on your machine in a dimly lit environment such as an airplane.
- **Compact Storage devices:** such as USB keychain. Portable, flexible and a great way to share information when on-the-go.
- **Account numbers and passwords for wireless hotspots:** Quick reference for provider and log-on information when you need to connect to wireless networks you don't use regularly.