

# **Business Trip**

## **For Mr Clark Johnson**

**Lagos to Dubai, United Arab Emirates**  
**December 15 - 19, 2025**

**Prepared by: Onome Avbado**  
**Virtual Assisant**



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# Trip Overview

This 5-day business trip is organized for Mr. Clark Johnson to attend high level investor meetings, explore tech hubs, and unwind in one of the most advanced business cities in the world. The itinerary includes flights, hotel accommodations, airport transfers, scheduled meetings, tech site visits, and leisure activities.

## About Dubai

Dubai is the business and innovation hub of the Middle East. With its cutting edge infrastructure, global tech ecosystem, and world class hospitality, the city offers the perfect environment for networking, strategic partnerships, and international business growth.



# Travel Documents

- Passport (valid 6+ months)
- UAE Business Visa / Entry Permit
- Flight Tickets (Print & Digital)
- Hotel Booking Confirmation
- Company Invitation Letter / Meeting Schedule
- Travel Insurance Certificate
- Copies of Passport & Visa
- Local Currency / Credit Card



# Entry & Exit Requirements

## Entry to Dubai

- Passport valid for 6+ months
- Boarding pass
- UAE Business Visa / Entry Permit
- Company Invitation Letter / Meeting Schedule
- Hotel Booking Proof
- Return Flight Ticket Confirmation
- Yellow Fever Vaccination
- polio vaccine certificate
- Proof of Funds

## Exit from Dubai

- Passport with UAE Exit Stamp
- Boarding pass
- Return Flight Ticket Confirmation
- All Hotel & Service Bills Cleared
- No Prohibited item in the luggage

## Entry to Nigeria

- Valid Nigerian Passport
- Boarding pass
- Return Flight Ticket
- Yellow Fever Vaccination Certificate
- Completed Immigration or Health Form



# Packing List

## Business Essentials:

- 2–3 Business Suits (lightweight fabrics)
- Formal Shirts & Ties
- Dress Shoes (polished)
- Business Cards
- Meeting Folder / Notepad / Pen

## Casual Wear:

- Light Shirts & Trouzers
- Polo Shirts or T-Shirts
- Comfortable Walking Shoes
- Smart Casual Outfits (for dinner/recreation)

## Travel Necessities:

- Passport & Visa (with copies)
- Flight Tickets & Itinerary
- Power Bank & Device Chargers
- Universal Travel Adapter (Type G plug for UAE)
- Personal Medications / Toiletries
- Sunglasses / Sunscreen (Dubai sun can be intense)

## Backup:

- Digital & Printed Copies of Key Documents
- Local Currency (AED) & Credit Card



# Flights & Airport Transfers

Airline: Emirates

Class: Economy

Trip Type: Round-trip

Booking Reference (PNR): ZJ4L82

Passenger: Mr. Clark Johnson

Total Fare: ₦610,000

Status: Reserved – Awaiting Payment

## Outbound Flight

- Flight No: EK 784
- Route: Lagos (LOS) → Dubai (DXB)
- Date: December 15, 2025
- Departure: 13:30 (1:30 PM)
- Arrival: 23:05 (11:05 PM Dubai time)
- Duration: 6h 35m

## Return Flight

- Flight No: EK 783
- Route: Dubai (DXB) → Lagos (LOS)
- Date: December 19, 2025
- Departure: 14:55 (2:55 PM)
- Arrival: 20:15 (8:15 PM Lagos time)
- Duration: 7h 20m

## Airport Transfer

- Private SUV pick-up from DXB airport to hotel
- Return SUV transfer on Dec 19 via hotel concierge



# Hotel Accommodation

Guest Name: Mr. Clark Johnson

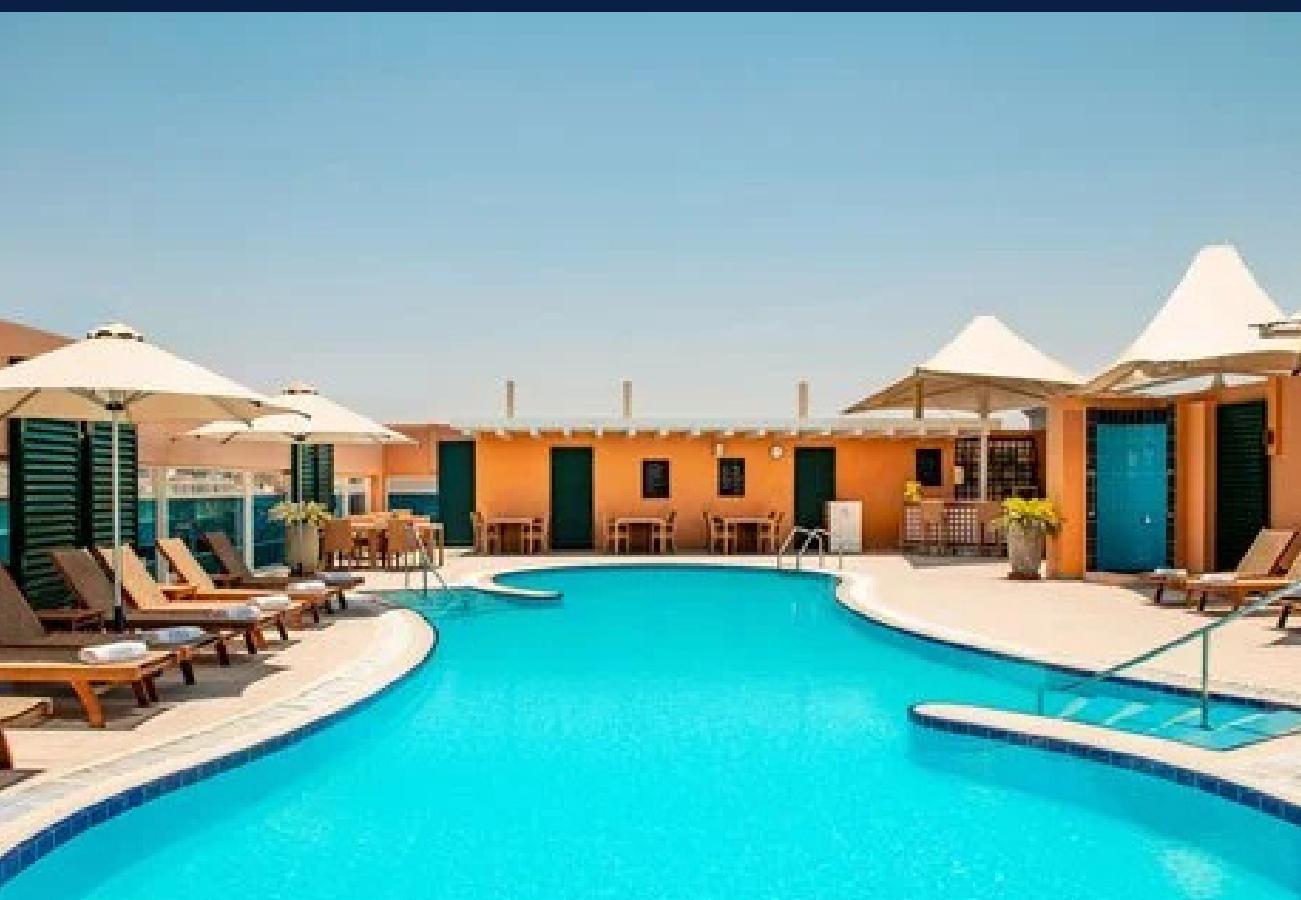
Hotel Name: Four Points by Sheraton Downtown Dubai

Rating: ★★★★ (4-Star)

Booking ID: FPS-DXB-092318

Confirmation Code: CLJ-SHRTN-DEC15

Room Type: Deluxe King Room – Business Floor



[Google Map](#)



# Travel Itinerary

DATE	TIME	ACTIVITY	LOCATION
Dec 15	1:30 PM	Flight Departure: Lagos → Dubai (EK 784)	Murtala Muhammed Intl Airport
	11:05 PM	Arrival & Transfer to Hotel	Dubai Intl Airport → Four Points by Sheraton
	11:45 PM	Late Check-in	Four Points by Sheraton, Downtown Dubai
Dec 16	9:00 AM	Breakfast at Hotel	Sheraton Hotel
	10:00 AM	Investor Meeting: Falcon Edge Capital	DIFC
Dec 17	2:30 PM	Company Visit: Microsoft Gulf	Business Bay
	5:30 PM	Shopping & Photo Tour	Dubai Mall & Burj Khalifa area
	7:30 PM	Dinner Reservation	Pierchic, Al Qasr
	8:00 AM	Breakfast & Morning Prep	Sheraton Hotel
Dec 18	11:30 AM	Investor Meeting: Global Ventures	Jumeirah Lake Towers Business Hub
	3:00 PM	Company Visit: Amazon Middle East	Dubai Internet City
	4:00 PM	Desert Safari Adventure	Lahbab Desert
	7:30 PM	Dinner Reservation	Zuma Dubai
Dec 19	8:30 AM	Breakfast & Briefing	Hotel
	10:00 AM	Investor Meeting: Wamda Capital	Emirates Tower Business Lounge
	2:00 PM	Admin / Follow-up time (Emails, Notes)	Hotel Business Center
	7:00 PM	Dhow Cruise Dinner	Dubai Marina
Dec 20	8:00 AM	Breakfast & Final Prep	Hotel
	11:00 AM	Hotel Checkout	Sheraton Downtown
	12:00 PM	Airport Transfer	Sheraton → DXB Terminal 3
	2:55 PM	Return Flight: Dubai → Lagos (EK 783)	Dubai Intl Airport
Dec 21	8:15 PM	Arrival in Lagos	Murtala Muhammed Intl Airport



# Investor Meetings Schedule

Date	Time	Investor / Firm	Location
Dec 16	10:00AM	Falcon Edge Capital	<u>Dubai International Financial Centre</u>
Dec 17	11:30AM	Global Ventures	<u>Jumeirah Lake Towers Business Hub</u>
Dec 18	10:00AM	Wamda Capital	<u>Emirates Towers Business Lounge</u>



# Company Visits

- Microsoft Gulf – Business Bay

[Google Map](#)



- Amazon Middle East –  
Dubai Internet City

[Google Map](#)



# Recreational Activities



[Shopping /  
Dubai Mall photo](#)



[Desert Safari Jeep  
in the sand](#)



[Dhow Cruise at  
Marina at night](#)



# Dinner Reservations



Dec 16 – 7:30 PM: Pierchic (Overwater Seafood Restaurant)



Dec 17 – 7:30 PM: Zuma Dubai (Japanese Fine Dining)

**Reservation Code**  
**PC-CLARK-121625**

[Google Map](#)

**Reservation Code**  
**ZUMA-CLJ-DEC17**

[Google Map](#)



# Cultural & Business Etiquette Guide

- Greet using formal titles (Mr., Mrs.) and the right hand
- Be punctual; arrive early to meetings
- Dress in conservative business wear
- Avoid loud behavior in public
- Accept offers of tea or coffee in meetings, it's polite
- Respect prayer times and quiet moments
- Never discuss religion or politics casually



# Do's and Don'ts in Dubai

## Do's:

- Carry ID and copies of passport/visa
- Tip service staff (10–15%)
- Speak respectfully and stay calm
- Learn a few basic Arabic greetings (e.g., Salam Alaikum)

## Don'ts:

- Don't take photos of people without permission
- Don't argue or raise your voice in public
- Don't display affection publicly
- Don't eat, drink, or chew gum in public during Ramadan
- Don't carry prohibited items (e.g., drugs, sharp tools)



# Local Transportation Options

- **Taxis: Safe, metered, and available citywide (from AED 12)**
- **Uber/Careem: Reliable app rides, slightly more expensive**
- **Metro: Fast and affordable; NOL card required**
- **Hotel Car Service: Pre-arranged private transport for comfort and convenience**



# Budget Overview (Estimated)

Flight (Round-trip)	₦610,000 (AED 1,694)	Emirates Economy Class
Hotel (4 nights)	₦420,000 (AED 1,167)	Four Points by Sheraton
Transportation	₦120,000 (AED 333)	Airport + Executive Daily Transfers
Activities	₦200,000 (AED 556)	Desert Safari, Cruise, Shopping Tour
Dinner (2 nights)	₦180,000 (AED 500)	Pierchic & Zuma (premium meals)
Miscellaneous	₦150,000 (AED 417)	Tips, Snacks, Business Expenses
Total Estimate	₦1,680,000 (AED 4,667)	Subject to Mr. Clark's final



# Expenses & Currency

## Currency:

United Arab Emirates Dirham (AED)

#360 = AED 1 (approx.)

## Payment Options:

- Credit/debit cards widely accepted
- Cash useful for taxis, tips, and local vendors
- ATMs & exchange services available citywide



# Emergency Contacts

- Hotel (Sheraton Grand Dubai): +971 4 503 4444
- UAE Police / Emergency Services: 999
- Nigeria Embassy in UAE (Abu Dhabi): +971 2 443 1500
- Dubai Tourist Assistance: 800 4438 (within UAE)
- Travel Insurance Provider: [Insert Provider Name & Number]

**Tip:** Save these numbers in your phone and keep a printed copy in your travel folder.



# Thank You

Thank you for reviewing this travel plan.

Everything has been arranged for a smooth and productive trip.

Support is available throughout the journey.

**Prepare by: Onome Avbado**

**Virtual Assistant**

[\*\*My\\_Portfolio\*\*](#)