# Administrative guidelines - <# country #>

## Mission parameters:

* **Trainer:** <# trainer\_name #>
* **Training name:** <# training\_name #>
* **Training language:** <# language #>
* **Duration of training:** <# nb\_days #> <#IF(nb\_days=1,”day”, “days”) #>, <#IF(nb\_days=1, “on ”& TEXT(starting\_date, “mmmm d, yyyy”), “from ”& TEXT(starting\_date, “mmmm d, yyyy”)&“ to ”&TEXT( DATEADD(starting\_date, nb\_days-1, “days”), “mmmm d, yyyy”)) #><## If the number of days is "1", will write the date in text (e.g.: January 3, 2024), otherwise, indicate the starting date in text and add the number of days minus one (because the starting day counts as 1) to indicate the ending date ##>
* **Destination:** <# country #>
* **City:** <# IFS(country = “Brazil”, “Rio de Janeiro”, country = “Japan”, “Kyoto”, country = “Saudi Arabia”, “Riyadh”) #><## Indicates the city where the training will take place according to the country selected in the form ##>
* **Mission dates:** From <# TEXT(DATEADD(starting\_date, -2, “days”), “mmmm d, yyyy”) #> to <# TEXT(DATEADD(starting\_date,nb\_days, “days”), “mmmm d, yyyy”) #>, including the arrival day, a rest day, and departure the day after the last day of training. <## Calculates 2 days before the starting date and writes it in text, then calculates the end date by adding the number of training days to the starting date, and writes it in text ##>
* **Objective of the mission:** Your mandate is to provide the training “<# training\_name #>” to a group of middle managers, in <# country #>, in a conference room at the <# hotel\_name #> where you will be accommodated. For this mission, you will receive a salary of CAD <# TEXT(salary,”##,###!.00”) #>, including the preparation and animation of the training.

### Basic information about <# country #>:

* **Capital:** <# IFS(country = “Brazil”, “Brasília”, country = “Japan”, “Tokyo”, country = “Saudi Arabia”, “Riyadh”) #><## Indicates the capital of the country selected in the form ##>
* **Official language:** <# IFS(country = “Brazil”, “Portuguese”, country = “Japan”, “Japanese”, country = “Saudi Arabia”, “Arab”) #><## Indicates the language of the country selected in the form ##>
* **Currency:**
  + Currency: <# IFS(country = “Brazil”, “Brazilian Real”, country = “Japan”, “Yen”, country = “Saudi Arabia”, “Saudi Riyal”) #><## Indicates the currency of the country selected in the form ##>
  + Exchange rate:

CAD 1 = <# IFS(country = “Brazil”, “BRL”, country = “Japan”, “JPY”, country = “Saudi Arabia”, “SAR”) #> <# ROUND(CONVERT\_CURRENCY(“CAD”, IFS(country = “Brazil”, “BRL”, country = “Japan”, “JPY”, country = “Saudi Arabia”, “SAR”)),2) #><## Indicates the rate for 1 CAD and the currency of the selected country##>  
<# IFS(country = “Brazil”, “BRL”, country = “Japan”, “JPY”, country = “Saudi Arabia”, “SAR”) #> 1 = CAD <# ROUND(CONVERT\_CURRENCY(IFS(country = “ Brazil”, “BRL”, country = “Japan”, “JPY”, country = “Saudi Arabia”, “SAR”), “CAD”),2) #><## Calculates the rate for 1 unit of the currency of the selected country ##>

* **Time zone:** <# IFS(country = “Brazil”, “GMT -3”, country = “Japan”, “GMT +9”, country = “Saudi Arabia”, “GMT +3”) #>. Note that <# country #> does not apply summertime change.
* **<# @IF(country = “Saudi Arabia”) #> Week:** The work week is Sunday through Thursday, with Friday and Saturday being weekend days. <# @ENDIF #>

### Administrative instructions:

* **Passport and visa:** Make sure your passport is valid for at least six months after your return date. <# IF(OR(country = “Brazil”, country = “Japan”), “A visa is not required for Canadian citizens. Contact us if you do not have a Canadian passport.”, “A visa is necessary for Canadian citizens. A person from our team will contact you shortly to help you with these procedures.”) #><## Indicates that a visa is not required for Brazil or Japan ##>
* **Flight ticket:** We will shortly send you a suggested itinerary for your approval, to complete the reservation.
* **Accommodation:** You will be staying at the hotel <# hotel\_name #>. You will receive the reservation confirmation at the same time as your electronic plane tickets.
* **Local transportation:** A driver will ensure your travel between the airport and the hotel.
* **Meal allowance:** A meal allowance of <# IFS(country = “Brazil”, “BRL”, country = “Japan”, “JPY”, country = “Saudi Arabia”, “SAR”) #> <# TEXT(per\_diem, “##,###!.00”) #> (CAD <# TEXT(ROUND (per\_diem\* CONVERT\_CURRENCY(IFS(country = “Brazil”, “BRL”, country = “Japan”, “JPY”, country = “Saudi Arabia”, “SAR”), “CAD”),2), “##,###!.00”) #>) per day will be granted upon your return to cover your living expenses. You don’t need to keep receipts for your meals. <## Indicates the currency of the selected country, then calculates the equivalent in CAD, and rounds to 2 decimal ##>
* **Expense statement:** To obtain a refund for your expenses, you will need to complete an expense statement upon your return and provide all your original invoices (travel health clinic, taxi, etc.).

### Clothing:

* <# @IF (country = “Brazil”) #><## Shows this section if Brazil is the country selected ##>**Climate:** Adapt your wardrobe to the local climate. For coastal towns, lightweight cotton clothing is recommended due to hot temperatures and humidity. For cooler or mountainous regions, bring warmer clothing.
* **Professional attire:** For training sessions, professional attire is required. A light suit or business casual clothing is appropriate.
* **Social occasions:** For social or informal events, casual but neat attire is accepted.
* <# @ELSEIF (country = “Japan”) #><## Shows this section if Japan is selected ##>**Climate**: Adapt your wardrobe to the local climate. Summers can be hot and humid, while winters are cold.
* **Professional attire**: For training sessions, professional attire is required. A dark suit and formal business clothing are appropriate.
* **Social occasions**: For social or informal events, casual but elegant attire is accepted.
* <# @ELSEIF (country = “Saudi Arabia”) #>**Climate**: Adapt your wardrobe to the local climate. Summers can be extremely hot, and winters are mild.
* **Professional attire**: For training sessions, professional attire is required. Men must wear a suit, and women must wear clothing that covers their arms and legs.
* **Social occasions**: For social or informal events, modest attire respectful of local customs is recommended.

<# @ELSE #><# REPORT\_ERROR(“Missing country:” & country) #><## Will report an error indicating "Missing Country", if the selected country does not have clothing sections (e.g. if a country was added in a 2and time, but some sections were forgotten for the latter) ##>

<# @ENDIF #><## End of condition for clothing ##>

### Cultural Advice:

* <# @IF (country = “Brazil”) #>**Language:** Although Portuguese is the official language, in large cities and for professional matters, English can be understood. However, a few basic Portuguese phrases can be helpful.
* **Greetings:** Brazilian greetings often include a handshake, a smile, or a light kiss on the cheek for close friends.
* **Meals:** Meals in Brazil can last a long time, with emphasis placed on social interactions. Be punctual but prepared to stay longer than expected.
* <# @ELSEIF (country = “Japan”) #>**Language**: Most Japanese people speak little English, so it can be helpful to learn some basic Japanese phrases or use translation apps.
* **Greetings**: Greetings include a slight tilt of the head. Handshakes are rare.
* **Meals**: Meals can be formal, and it is important to follow polite rules, such as not sticking your chopsticks in the food and not helping yourself to drinks.
* <# @ELSEIF(country= “Saudi Arabia”) #>**Language** : Arabic is the official language, and although English is often understood in business circles, learning a few basic phrases in Arabic can be beneficial.
* **Greetings**: Greetings often include a handshake but avoid shaking hands with a person of the opposite sex if you are unsure whether it is appropriate.
* **Meals**: Meals can be formal, and it is important to follow polite rules, such as not using the left hand when eating or serving.

<# @ELSE #><# REPORT\_ERROR(“Missing country:” & country) #>

<# @ENDIF #>

### Safety information:

* **Personal safety:**
  + <# @IF (country = “Brazil”) #>Avoid showing valuable items in public.
  + Use official taxi services or secure transportation apps.
  + Do not walk alone at night in uncrowded areas.
  + <# @ELSEIF (country = “Japan”) #>Japan is generally safe but remain vigilant in busy areas and follow local guidelines.
  + Use official taxi services or secure transportation apps.
  + <# @ELSEIF(country = “Saudi Arabia”) #> Follow the instructions and respect local laws and customs.
  + Use official taxi services or secure transportation apps. <# @ELSE #><# REPORT\_ERROR(“Missing country:” & country) #> <# @ENDIF #>
* **Health:**
  + Visit a travel health clinic before you leave.
  + Make sure you have health insurance covering <# country #>.
  + Bring your usual medication in sufficient quantity for the duration of your stay.
  + <#IF(country = “Japan”, “Note that tap water is drinkable in Japan”, “Consume bottled water and avoid ice cubes in drinks”) #>.
* **Emergency numbers:**
  + <# @IF(country = “Brazil”) #>Police: 190
  + Ambulance: 192
  + Firefighters: 193
  + <# @ELSEIF(country = “Japan”) #>Police: 110
  + Ambulance and Firefighters: 119
  + <# @ELSEIF(country = “Saudi Arabia”) #>Police: 999
  + Ambulance: 997
  + Firefighters: 998 <# @ELSE #><# REPORT\_ERROR(“Missing country:” & country) #><# @ENDIF #>
* **<# @IF (country = “Brazil”) #>Embassy of Canada in Brazil:**

In case of emergency, contact the Canadian Embassy in Brasília. As you will be based in Rio de Janeiro, you can also contact the Consulate General or use the [emergency assistance services](https://travel.gc.ca/assistance/emergency-assistance?_ga=2.44993324.900094193.1726325861-1456673993.1720726763) to contact the embassy.

* + **Address:** Av. Atlântica 1130, 13th floor, Copacabana, 22021-000 Rio de Janeiro - RJ, Brazil
  + **Phone:** +55 21 2543 3004
  + **Email:** [rio@international.gc.ca](mailto:rio@international.gc.ca)
  + **Opening hours:** Monday to Thursday, 8:00 a.m. to 4:00 p.m., and Friday, 8:00 a.m. to 12:00 p.m.
  + [**Website**](https://www.international.gc.ca/country-pays/brazil-bresil/rio_de_janeiro.aspx?lang=eng)
* **<# @ELSEIF (country = “Japan”) #>Embassy of Canada in Japan:**

In case of emergency, contact the Canadian Embassy in Tokyo or use the [emergency assistance services](https://travel.gc.ca/assistance/emergency-assistance?_ga=2.44993324.900094193.1726325861-1456673993.1720726763) to contact the embassy.

* + **Address:** C/O Tsuda Sangyo Co., Ltd. 1-8-19 Hirabayashi Minami, Suminoe-Ku Osaka, 559-8550 Japan
  + **Phone:** +81 6 6681 0250
  + **Email:** [canadianconsulate@tsuda.co.jp](mailto:canadianconsulate@tsuda.co.jp)
  + **Opening hours:** Tuesday and Thursday, 1:30 p.m. to 5:00 p.m.
  + [**Website**](https://www.international.gc.ca/country-pays/japan-japon/tokyo.aspx?lang=eng)
* **<# @ELSEIF(country = “Saudi Arabia”) #>Embassy of Canada in Saudi Arabia:**

In case of emergency, contact the Canadian Embassy in Riyadh or use [emergency assistance services](https://travel.gc.ca/assistance/emergency-assistance?_ga=2.44993324.900094193.1726325861-1456673993.1720726763) to get in touch with the embassy.

* + **Address:** Diplomatic Quarter, P.O. Box 94321, Riyadh 11693, Saudi Arabia
  + **Phone:** +966 11 488 2288
  + **Email:** [ryadh.general@international.gc.ca](mailto:ryadh.general@international.gc.ca)
  + **Opening hours:** Sunday to Thursday, 8:00 a.m. to 4:00 p.m.
  + [**Website**](https://www.international.gc.ca/country-pays/saudi_arabia-arabie_saoudite/riyadh-riyad.aspx?lang=eng)
  + <# @ELSE #><# REPORT\_ERROR(“Missing country:” & country) #><# @ENDIF #>

### Emergency contacts:

Please notify us by email of any unforeseen events during your stay.

In the event of an emergency, contact the security office who will relay, day and night, with a person from our team.

* **Phone:** +1 999 999 9999
* **Email:** emergency@international.uni

We wish you a fruitful mission and a pleasant stay in <# country #>. For any questions or concerns, please do not hesitate to contact us.

<## The text below allows you to configure the form to be completed when preparing and using the document ##>

<# @LANGUAGE(“en”) #><## Indicates the language of the document (necessary for functions automatically determining the month and year used in the header) ##>

<# @TEXT\_QUESTION(trainer\_name, label: “First name and last name of the trainer”, example\_value: “Anna Logwatch”) #><## Creates a text field to be completed with the name of the person who will lead the training. First gives the label to display in the form (label), then a value to display by default when preparing the model (example\_value) ##>

<# @PICK\_ONE\_QUESTION(training\_name, label: “Training name”, help\_text: “This is the subject of the training”, initial\_value: “Collaborative Leadership”, choices: [“Collaborative Leadership”, “Team Management”, “Collaboration in Management Committees” , “Organizational Strategies”]) #><## Creates a drop-down list allowing you to choose the training theme in the form. First gives the label to display (label), then the help text if necessary (help\_text), the default value (initial\_value), then the theme choices (choices) ##>

<# @PICK\_ONE\_QUESTION(language, label: “Language of instruction”, help\_text: “This will be the language used during the training”, initial\_value: “English”, choices: [“English”, “French”, “Spanish”, “Portuguese”, “Chinese”]) #><## Creates a drop-down list allowing you to choose the language of the training in the form. First gives the label to display (label), then the help text if necessary (help\_text), the default value (initial\_value), then the theme choices (choices) ##>

<# @PICK\_ONE\_QUESTION(country, label: “Country of training”, help\_text: “This is the country where the training will take place”, initial\_value: “Brazil”, choices: [“Brazil”, “Japan”, “Saudi Arabia"]) #><## Creates a drop-down list allowing you to choose the training theme in the form. First gives the label to display (label), then the help text if necessary (help\_text), the default value (initial\_value), then the country choices (choices) ##>

<# @NUMBER\_QUESTION(nb\_days, label: “Duration of training in days”, help\_text: “1, 2 or 3 days”, example\_value: 1, placeholder: 2) #><## Creates a “number” field to be completed with the duration of the training. First gives the label to display in the form (label), the help text if necessary (help\_text), a value to display by default when preparing the model (example\_value), then the text to display in grayed out in the area when it is empty (placeholder). Using @NUMBER\_QUESTION, instead of @TEXT\_QUESTION, allows this number to be used during number-related operations and functions. ##>

<# @DATE\_QUESTION(starting\_date, label: “Date of the first day of training”, example\_value: DATEVALUE("2024-02-01")) #><## Creates a “date” field to be completed with the first day of training. First gives the label to display in the form (label), a value to display by default when preparing the model (example\_value). Using @DATE\_QUESTION, instead of @TEXT\_QUESTION, allows you to use date-related operations and functions (e.g.: add 6 days). ##>

<# @NUMBER\_QUESTION(salary, label: "Salary", example\_value: 1500, placeholder: 1500) #><## Creates a “number” field to be completed with the salary. First gives the label to display in the form (label), a value to display by default when preparing the model (example\_value), then the text to display in grayed out in the area when it is empty (placeholder). Using @NUMBER\_QUESTION, instead of @TEXT\_QUESTION, allows this number to be used during number-related operations and functions and validates the user types in a number. ##>

<# @NUMBER\_QUESTION(per\_diem, label: "Daily meal allowance, in local currency", help\_text: "Amount for living expenses, per day", example\_value: 473.55, placeholder: 473.55 ) #><## Creates a “number” field to be completed with the duration of the training. First gives the label to display in the form (label), the help text if necessary (help\_text), a value to display by default when preparing the model (example\_value), then the text to display in grayed out in the area when it is empty (placeholder). Using @NUMBER\_QUESTION, instead of @TEXT\_QUESTION, allows this number to be used during number-related operations and functions (such as converting exchange rates). ##>

<# @TEXT\_QUESTION(hotel\_name, label: “Hotel name”, example\_value: “Novotel Riyadh”) #><## Creates a text field to be completed with the name of the hotel. First gives the label to display in the form (label), then a value to display by default when preparing the model (example\_value) ##>

<# @FILENAME(CONCAT(«AdminGuide\_»,LEFT(SPLIT(trainer\_name, « »),3), «\_», country, «\_»,TEXT(starting\_date,"mmmyyyy"))) #>   
<## Will save the document as AdminGuide\_3 letters trainer’s name\_Country\_MonthYear ##>