

EN

ICANN Constituency Travel

TRAVEL SUMMARY

ICANN 46

Beijing,

People's Republic of China

7-11 April 2013

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QUICK REFERENCE



MEETING & HOTEL LOCATION

[Beijing International Hotel](#)

No.9 Jianguo Mennei Street

Beijing, 100005

Chinese Address:

中国北京市建国门内大街9号

Tel (010) 6512 6688

Fax (010) 6512 9972



EMERGENCY PHONE NUMBER

In case of an emergency while in-transit to/from/during the meeting call:

+1.310.578.8610



MEETING DATES

7-11 April 2013



AIRPORT

[Beijing Capital International Airport](#)
(PEK)



VISAS & IMMIGRATION

Visa information:

<http://beijing46.icann.org/travel>

Invitation Letters:

<http://www.icann.org/en/contact/invite-beijing46>



PER DIEM

\$60.00 USD / day



DEADLINES

- Travel Request Form Due:
Friday, 21-December 2012
- Banking Information Form Due:
Friday, 21-December 2012



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INTRODUCTION

We would like to thank you for your participation in the ICANN community, supporting the development of policies and operations relating to the Domain Name System. We deeply appreciate your commitment of time and skills towards the advancement of ICANN's mission.

As part of your participation, you have been selected to receive financial support in accordance with ICANN's Community Travel Support processes to attend the upcoming meeting in Beijing. These guidelines have been developed based upon community feedback in order to advance the work of ICANN; to provide support for those who might not otherwise be able to afford to attend ICANN meetings; and to broaden participation in ICANN's processes. Each fiscal year, travel guidelines are developed as part of the fiscal year operating plan and budget development. ICANN's Fiscal Year 2013 Travel Support Guidelines have been posted online. This summary has been created to supplement the aforementioned guidelines to assist supported travelers and answer frequently asked questions (FAQs).

FLIGHTS FAQS

WHAT DATES SHOULD I BE AT THE MEETING?

The table below shows the general dates of authorized attendance, which depends on the organization or group you are affiliated with; please note that they are subject to change. Since certain groups have meetings prior to or after the ICANN meeting, your dates of attendance may be different than the dates of the actual ICANN meeting or other groups coming to the meeting. In general, the maximum length of your ICANN supported stay will be defined by these dates – you may arrive on or after the “earliest arrival date” and leave on or before the “latest departure date.” Departures are generally scheduled for Thursday evening or Friday.

If you need to arrive before the date shown for your group or leave after the date shown for your group, please contact ICANN at constituency-travel@icann.org indicating the specific reason for your earlier arrival and/or later departure.

GENERAL DATES OF AUTHORIZED ATTENDANCE

In general, below are the dates of authorized attendance. If you believe you qualify for a different arrival/departure dates, please contact constituency-travel@icann.org.

GROUP	EARLIEST ARRIVAL DATE	LATEST DEPARTURE DATE	PER DIEM SUPPORTED DAYS
At-Large	Saturday, 6-April	Friday, 12-April	7
ccNSO	Saturday, 6-April	Friday, 12-April	7
Fellows	Saturday, 6-April	Friday, 12-April	7
GAC	Friday, 5-April	Friday, 12-April	8
GNSO	Friday, 5-April	Friday, 12-April	8
SSAC	Sunday, 7-April	Friday, 12-April	6
NomCom			
Chair and Chair Elect	Friday, 5-April	Friday, 12-April	8
NomCom Members	Sunday, 7-April	Friday, 12-April	6

HOW DO I ARRANGE MY TRIP?

Travel to an ICANN meeting consists of three primary components:

1. Transportation (air and/or ground)
2. Hotel
3. Per diem/stipend/expenses.

Depending on your needs and what has been authorized, ICANN may pay for your transportation, hotel, and/or per diem/stipend/expenses for eligible travelers. Below are your options in arranging your trip.

OPTION 1: Booking through ICANN

Air transportation may be arranged through ICANN's designated travel agent: BCD Travel. If you indicate you wish to use ICANN's travel agent, please do the following:

- Review and complete the "Travel Request Form" that was emailed to you; and
- Send the "Travel Request Form" to:

ICANN.Meeting@bcdtravel.com AND constituency-travel@icann.org

The travel agency will contact you regarding your transportation needs and provide you with an itinerary to review and approve. Once you approve the itinerary the travel agency will book your transportation and charge it directly to ICANN.

OPTION 2: Self-arrange

Travelers of the aforementioned groups may book their own air travel and request a "less than reimbursement." Please see below for the guidelines and "less than reimbursement" amounts should you choose to book your own travel.

I WANT TO SELF-ARRANGE MY TRIP. WHAT DO I DO?

Booking your own travel is limited to air transportation (and affiliated ground transportation) only. All hotel bookings at the meeting venue must be made by ICANN.

If you intend on booking your own travel, you must receive approval from ICANN prior to making your self-arranged trip. Please notify ICANN in writing prior of booking, at constituency-travel@icann.org. ICANN will ensure that you have been designated for travel support and send you a written authorization to book your own travel. If you do not receive a written authorization from ICANN in advance of booking your travel, your submission for reimbursement will be denied.

Reimbursement for self-arranged flight travel is limited to a maximum reimbursable amount from each region (which consists of the countries in that region). The list identifying which countries are in which region can be found in Appendix "A" to this summary or by visiting the [United Nations Statistic Division](#).

The table below shows the maximum reimbursable airfare from each region. Reimbursable airfares are based on non-refundable economy class tickets – however, a traveler may purchase any type of fare and any class service, but will only be reimbursed up to the maximum reimbursable fare for his/her region.

MAXIMUM REIMBURSEMENT

REGION	MAXIMUM REIMBURSEMENT
AFRICA	
Eastern Africa	\$1,900.00
Middle Africa	\$2,150.00
Northern Africa	\$1,500.00
Southern Africa	\$1,800.00
Western Africa	\$2,300.00
AMERICAS	
Caribbean	\$2,200.00
Central America	\$2,150.00
Northern America	\$1,550.00
Southern America	\$2,650.00
ASIA	
Central Asia	\$800.00
Eastern Asia	\$600.00
Southern Asia	\$1,200.00
South-Eastern Asia	\$750.00
Western Asia	\$1,350.00

REGION	MAXIMUM REIMBURSEMENT
EUROPE	
Eastern Europe	\$1,000.00
Northern Europe	\$1,250.00
Southern Europe	\$1,100.00
Western Europe	\$1,100.00
OCEANIA	
Australia and New Zealand	\$1,500.00
Melanesia	\$1,900.00
Micronesia	\$1,400.00
Polynesia	\$1,750.00

Reimbursement for traveler arranged air/train transport shall be made after the conclusion of the ICANN Meeting upon submission of appropriate documentation substantiating the purchase of the ticket (and any approved stopover hotel costs). Reimbursements may take 40-50 business days AFTER the meeting.

MY FLIGHT HAS A STOPOVER. WHAT DO I DO?

If a hotel stay is required on my way to the meeting or on the way home due to the length of the trip and/or the itinerary, then ICANN will book and pre-pay for the hotel room required. However, they must meet all of the following criteria:

1. The stopover was necessary as part of the only available itinerary to/from the meeting on the authorized dates of travel; and
2. The stopover exceeds ten hours for flights scheduled to arrive in the stopover city between 8:00 am to 8:00 pm local time or the stopover exceeds six hours for flights scheduled to arrive in the stopover city between 8:00 pm and 8:00 am local time; and
3. The cost of the hotel does not exceed \$150.00 USD per night.

If eligible for a per diem, the per diem will only be calculated for the authorized dates of attendance at the ICANN Meeting plus any travel days based on available itineraries for the authorized arrival/departure days.

ICANN will not reimburse for hotels during stopovers to/or from the meeting unless the stopover(s) meet all the following criteria. ICANN will not pay for nor reimburse for hotel stays

or other expenses other than those expressly described in this Summary for the authorized dates of attendance at the ICANN Meeting or stopovers as described above. Travelers who choose to arrive prior to the authorized arrival date or leave after the authorized departure date will be responsible for any hotel room, meals, transportation costs, or other expenses not otherwise authorized in this Travel Summary.

WHAT IF I WISH TO COME PRIOR TO MY AUTHORIZED ARRIVAL DATE OR STAY BEYOND MY AUTHORIZED DEPARTURE DATE OR BOTH?

In terms of flights...

If you wish to arrive before your authorized arrival date and/or stay past your authorized departure date, your request will be handled through an exception process. If ICANN is paying for your airfare, our travel agent will establish the standard cost of your travel for arriving on the authorized arrival date and departing on the authorized departure date. If you are booking your own travel you will only be reimbursed up to the authorized limit regardless of arrival and/or departure days. See above for more information on booking your own travel.

In terms of hotel...

If ICANN is paying for your hotel for the meeting, ICANN will only pay for the nights authorized as described above. You will be responsible for finding hotel accommodations and paying directly for any room nights prior to your authorized arrival and/or after your authorized departure. If you arrive early and/or stay after the meeting, ICANN will make every effort to reserve the same room ICANN is paying for on your behalf, but we cannot guarantee that the hotel will have the same room/vacancy available for such a booking.

I FOUND A LOWER AIRFARE MYSELF - CAN I BOOK IT MYSELF?

Yes – supported travelers may book their own travel by following the process as outlined above under “How do I arrange my trip?”

I AM BRINGING A GUEST WITH ME - I’D LIKE TO BOOK BOTH OF US TOGETHER - CAN I BOOK IT MYSELF?

Yes – supported travelers may book their own travel by following the process as outlined above under “How do I arrange my trip?” However, booking for your guest is your financial responsibility, e.g., double occupancy rates.

If you choose to utilize ICANN’s travel agent to book your travel, ICANN will directly pay for the cost of your ticket. If you wish to have the travel agent book a guest for you as well, you will

need to arrange to pay the travel agent directly – you cannot have ICANN pay for a guest's ticket and then reimburse ICANN.

WHAT CLASS OF SERVICE DO I TRAVEL?

Most travelers will be booked in a non-refundable Economy (coach) class ticket. Certain travelers are pre-authorized to travel in Business Class. If you are not pre-approved for Business Class travel and believe you have specific need for Business Class, you may request an exception by contacting ICANN at constituency-travel@icann.org stating the specific reason you are requesting an exception (e.g. medical reasons). Upon receipt, you will be directed to the next course of action.

If you are booking your own travel you may book any class of travel you wish but will only be reimbursed up to the maximum allowed for your region as published in the chart above.

CAN I UPGRADE MY CLASS OF SERVICE?

ICANN will only pay for a non-refundable Economy class ticket. If the airline will allow you to upgrade your ticket (for example, using your own frequent flyer miles) you may do so. Please note that you may not request a higher economy class fare in order to upgrade with frequent flyer miles, the economy fare purchased must be the lowest fare available unless you are arranging your own air fare and will submit for reimbursement only up to the maximum allowable fare for your region as outlined above.

I NEED TO CHANGE MY PLANS - WHAT DO I DO?

If you have booked through ICANN's travel agent and you need to change your transportation plans you should contact ICANN.Meeting@bcdtravel.com AND constituency-travel@icann.org. Please note that you are responsible for ALL change and/or cancellation fees once your original ticket has been purchased. The Travel Support Team will ensure the Meetings Department is notified of any changes that would affect your hotel room booking; simply forward a copy of your modified itinerary to constituency-travel@icann.org.

If you did not use ICANN paid transportation, it is up to you to make the necessary arrangements with the vendor from whom you purchased the ticket. In addition, please forward a copy of your modified itinerary to constituency-travel@icann.org to change your hotel arrival and/or departure dates.



VISA FAQs

DO I NEED A VISA TO TRAVEL TO BEIJING AND IF SO HOW DO I OBTAIN IT?

For more information regarding visa requirements, please visit:

<http://beijing46.icann.org/travel>

Passport

A valid passport is mandatory to enter Beijing. Your passport must be current and valid at least 6 months from the date of entry into Beijing. Also, all visitors must have an entry and exit ticket.

Visa Exempt Countries and Individuals

Citizens of the countries below can enter Beijing without a visa for up to 15 days without a visa for tourism, including visiting family or friends, or minor business purposes provided they enter through nominated international ports:

- **Singapore**
- **Brunei Darussalam**
- **Japan**

For nationals of these three countries, a visa is required under following circumstance:

- (1) Ordinary passport holder visits China for tourism, business, visiting friends and relatives and stay for no more than 15 days.
- (2) Ordinary passport holder visits China for the purposes of study, work, official visit, settling down and interview.
- (3) Diplomatic and Official passport holder.

Also,

Visa Exemption for Diplomatic, Service or Official Passport Holders

China has mutual visa-free agreements with some foreign countries, but they are mainly for diplomatic, service or official passport holders and only allow the duration of stay less than 30 days.

Visa Exemption for Direct Transit

Transit passengers by international flight who hold onward tickets do not require a visa provided that they stay in the airport transit area and depart within 24 hours.

WHAT COUNTRIES WILL NEED A VISA FOR BEIJING ENTRY?

AFRICA	Eastern Africa	<ul style="list-style-type: none"> • Burundi • Comoros • Djibouti • Eritrea • Ethiopia • Kenya • Madagascar 	<ul style="list-style-type: none"> • Malawi • Mauritius • Mayotte • Mozambique • Réunion • Rwanda • Seychelles 	<ul style="list-style-type: none"> • Somalia • Uganda • United Republic of Tanzania • Zambia • Zimbabwe
	Middle Africa	<ul style="list-style-type: none"> • Angola • Cameroon • Central African Republic 	<ul style="list-style-type: none"> • Chad • Congo • Democratic Republic of the Congo 	<ul style="list-style-type: none"> • Equatorial Guinea • Gabon • Sao Tome and Principe
	Northern Africa	<ul style="list-style-type: none"> • Algeria • Egypt • Libya 	<ul style="list-style-type: none"> • Morocco • South Sudan • Sudan 	<ul style="list-style-type: none"> • Tunisia • Western Sahara
	Southern Africa	<ul style="list-style-type: none"> • Botswana • Lesotho 	<ul style="list-style-type: none"> • Namibia • South Africa 	<ul style="list-style-type: none"> • Swaziland
	Western Africa	<ul style="list-style-type: none"> • Benin • Burkina Faso • Cape Verde • Cote d'Ivoire • Gambia • Ghana 	<ul style="list-style-type: none"> • Guinea • Guinea-Bissau • Liberia • Mali • Mauritania • Niger 	<ul style="list-style-type: none"> • Nigeria • Saint Helena • Senegal • Sierra Leone • Togo
AMERICA	Caribbean	<ul style="list-style-type: none"> • Anguilla • Antigua and Barbuda • Aruba • Bahamas • Barbados • Bonaire, Saint Eustatius and Saba • British Virgin Islands • Cayman Islands • Cuba • Curaçao 	<ul style="list-style-type: none"> • Dominica • Dominican Republic • Grenada • Guadeloupe • Haiti • Jamaica • Martinique • Montserrat • Puerto Rico • Saint-Barthélemy 	<ul style="list-style-type: none"> • Saint Kitts and Nevis • Saint Lucia • Saint Martin (French part) • Saint Vincent and the Grenadines • Sint Maarten (Dutch part) • Trinidad and Tobago • Turks and Caicos Islands • United States Virgin Islands
	Central America	<ul style="list-style-type: none"> • Belize • Costa Rica • El Salvador 	<ul style="list-style-type: none"> • Guatemala • Honduras • Mexico 	<ul style="list-style-type: none"> • Nicaragua • Panama
	Northern America	<ul style="list-style-type: none"> • Bermuda • Canada 	<ul style="list-style-type: none"> • Greenland • Saint Pierre and Miquelon 	<ul style="list-style-type: none"> • United States of America
	South America	<ul style="list-style-type: none"> • Argentina • Bolivia (Plurinational State of) • Brazil • Chile • Colombia 	<ul style="list-style-type: none"> • Ecuador • Falkland Islands (Malvinas) • French Guiana • Guyana • Paraguay 	<ul style="list-style-type: none"> • Peru • Suriname • Uruguay • Venezuela (Bolivarian Republic of)
ASIA	Central Asia	<ul style="list-style-type: none"> • Kazakhstan • Kyrgyzstan 	<ul style="list-style-type: none"> • Tajikistan • Turkmenistan 	<ul style="list-style-type: none"> • Uzbekistan
	Eastern Asia	<ul style="list-style-type: none"> • Democratic People's Republic of Korea 	<ul style="list-style-type: none"> • Mongolia 	<ul style="list-style-type: none"> • Republic of Korea
	Southern Asia	<ul style="list-style-type: none"> • Afghanistan • Bangladesh • Bhutan 	<ul style="list-style-type: none"> • India • Iran (Islamic Republic of) • Maldives 	<ul style="list-style-type: none"> • Nepal • Pakistan • Sri Lanka
	South-Eastern Asia	<ul style="list-style-type: none"> • Cambodia • Indonesia • Lao People's Democratic Republic 	<ul style="list-style-type: none"> • Malaysia • Myanmar • Philippines 	<ul style="list-style-type: none"> • Thailand • Timor-Leste • Viet Nam
	Western Asia	<ul style="list-style-type: none"> • Armenia • Azerbaijan • Bahrain • Cyprus • Georgia • Iraq 	<ul style="list-style-type: none"> • Israel • Jordan • Kuwait • Lebanon • Occupied Palestinian Territory • Oman 	<ul style="list-style-type: none"> • Qatar • Saudi Arabia • Syrian Arab Republic • Turkey • United Arab Emirates • Yemen

EUROPE	Eastern Europe	<ul style="list-style-type: none"> • Belarus • Bulgaria • Czech Republic • Hungary 	<ul style="list-style-type: none"> • Poland • Republic of Moldova • Romania • Russian Federation 	<ul style="list-style-type: none"> • Slovakia • Ukraine
	Northern Europe	<ul style="list-style-type: none"> • Åland Islands • Channel Islands • Denmark • Estonia • Faeroe Islands • Finland • Guernsey 	<ul style="list-style-type: none"> • Iceland • Ireland • Isle of Man • Jersey • Latvia • Lithuania • Norway 	<ul style="list-style-type: none"> • Sark • Svalbard and Jan Mayen Islands • Sweden • United Kingdom of Great Britain and Northern Ireland
	Southern Europe	<ul style="list-style-type: none"> • Albania • Andorra • Bosnia and Herzegovina • Croatia • Gibraltar • Greece 	<ul style="list-style-type: none"> • Holy See • Italy • Malta • Montenegro • Portugal • San Marino 	<ul style="list-style-type: none"> • Serbia • Slovenia • Spain • The former Yugoslav Republic of Macedonia
	Western Europe	<ul style="list-style-type: none"> • Austria • Belgium • France 	<ul style="list-style-type: none"> • Germany • Liechtenstein • Luxembourg 	<ul style="list-style-type: none"> • Monaco • Netherlands • Switzerland
OCEANIA	Australia and New Zealand	<ul style="list-style-type: none"> • Australia 	<ul style="list-style-type: none"> • New Zealand 	<ul style="list-style-type: none"> • Norfolk Island
	Melanesia	<ul style="list-style-type: none"> • Fiji • New Caledonia 	<ul style="list-style-type: none"> • Papua New Guinea • Solomon Islands 	<ul style="list-style-type: none"> • Vanuatu
	Micronesia	<ul style="list-style-type: none"> • Guam • Kiribati • Marshall Islands 	<ul style="list-style-type: none"> • Micronesia (Federated States of) • Nauru • Northern Mariana Islands 	<ul style="list-style-type: none"> • Palau
	Polynesia	<ul style="list-style-type: none"> • American Samoa • Cook Islands • French Polynesia • Niue 	<ul style="list-style-type: none"> • Pitcairn • Samoa • Tokelau • Tonga 	<ul style="list-style-type: none"> • Tuvalu • Wallis and Futuna Islands

WHERE CAN I GET AN INVITATION LETTER TO APPLY FOR A VISA?

Invitation Letter

Invitation letters can be obtained from ICANN's website:
<http://www.icann.org/en/contact/invite-beijing46>

Local Host Letter

Should you need a local host letter, please send an email to VISA@cnnic.cn

Attendees will need to provide the following information:

- Name (First, Middle, Last) on Passport
- Passport Number
- Nationality
- Gender
- Date of Birth
- Country of Residence
- Work Organization
- Work Job Title/Profession
- Contact Number +
- Email
- Mailing Address
 - If your application requires an original invitation letter, please include your mailing address.
- Local Embassy
 - Where you are applying for your Chinese visa



HOTEL FAQS

WHERE AM I STAYING?

Beijing International Hotel

No.9 Jianguo Mennei Street, Beijing, 100005
Chinese Address: 中国北京市建国口内大街 9 号
Tel (010) 6512 6688 Fax (010) 6512 9972

Room reservation is inclusive of Internet and breakfast.

The ICANN Meeting is being held at Beijing International Hotel. While every effort will be made to house constituents at Beijing International Hotel, nearby hotels may also be used to house attendees to the ICANN Meeting.

If you do not intend to stay in a hotel funded by ICANN you should inform ICANN at constituency-travel@icann.org as soon as possible so the room may be released to someone else. Certain ICANN supported travelers receive only airfare support – if you are only receiving airfare support ICANN will not reserve a room in your name. You will be responsible for making your own lodging arrangements. However, should you wish to stay at one of the contracted hotels, please email constituency-travel@icann.org and we will try to book a room for you if possible.

Allocations of hotel rooms for use during the ICANN meeting are arranged directly by the ICANN Meetings Department. The Travel Support Team will inform the Meetings Department of your itinerary and they will book your room from a block of rooms reserved at the hotel(s) for this purpose.

WHAT IS COVERED IN MY HOTEL SUPPORT?

ICANN pays for room and tax only – all incidentals (mini bar, pay television, phone calls, laundry, room service, etc.) charged to the room are the responsibility of the traveler. If you are not booking your air transportation through BCD you will need to notify ICANN at constituency-travel@icann.org. You may need to send a copy of your itinerary so the Meetings Department can properly book a room for you.

HOTEL DEADLINES

ICANN must confirm its room list by **Friday, 21-December 2012**. To ensure ICANN is able to book a room for you in your name you should have a valid itinerary that has been forwarded to constituency-travel@icann.org no later than Friday, 21-December 2012. If we do not receive your itinerary by **Friday, 21-December 2012**, ICANN may likely be unable to make a reservation for you in the venue hotel.

If you are booking transportation through BCD and do NOT need a hotel room because you do not qualify for hotel support, please notify ICANN at constituency-travel@icann.org so we can inform the Meetings Department to not book a room for you.

WHAT TYPE OF ROOM WILL I GET?

Our Meetings Department contracts for standard rooms (king/queen) based on single occupancy.

Constituent Travelers are not eligible to request for an upgrade to a higher-class room or suites.

I WANT TO STAY AT A DIFFERENT HOTEL.

ICANN will NOT reimburse you if you decide to stay at a different hotel. ICANN will NOT reimburse you on what would have been paid on your behalf at the official hotel(s) so that you can stay at your preferred hotel.

If you feel that your particular situation is an extenuating circumstance, you may request an exception by sending an email to ICANN at constituency-travel@icann.org. ICANN will not reimburse travelers who submit expense reports unless the arrangement has been PRE-APPROVED by the Chief Financial Officer (CFO) of ICANN.

I WANT TO BOOK MY OWN HOTEL RESERVATION.

No reimbursement will be made for self-booked hotel rooms even if it's in the main hotel.

Our Meetings Department negotiates with contracted hotel(s) by committing to a certain number of room nights. If supported constituents do not stay at the contracted hotel(s) and we do not achieve the number of committed room nights; ICANN then has to pay for these vacant rooms (even though they were not used).



PER DIEM / STIPEND / REIMBURSEMENT FAQs

If you are eligible, you will receive a daily “per diem” for the following:

- Each day you are at the ICANN meeting starting no earlier than your authorized arrival date and ending no later than your authorized departure date. Fellows group receive a flat stipend at the conclusion of the ICANN meeting); PLUS
- 8 – 23 travel hours: One day of per diem each way if your continuous journey in each direction is greater than 8 hours (including layovers/connections);
- 24 – 35 travel hours: Two days of per diem each way if your continuous journey in each direction is greater than 24 hours (including layovers/connections);
- 36 travel hours and above: A maximum of three per diem days will be given if your continuous journey each way is 36 hours or greater (including layovers/connections).

EXAMPLE

You are authorized to arrive on Sunday, 7-April 2013 and depart on Friday, 12-April 2013. It takes 15 hours to travel from your home to Beijing and 14 hours to return.

You decide to stop somewhere else on your way to Beijing and the airfare to do so is less than the most direct route (the established standard cost mentioned above) AND you receive approval for this itinerary. You leave your home on Wednesday, 3-April 2013 and arrive in Beijing on Saturday, 6-April 2013 after making your requested stopover. You depart Friday, 12-April 2013 and arrive home Sunday, 14-April 2013.

In this example ICANN will pay you the following:



ICANN will pay for your entire airfare.



ICANN will pay for your hotel room from Sunday, 7-April 2013 – Friday, 12-April 2013 (five nights).



ICANN will pay 8 days of per diem (six authorized days you are in Beijing plus one travel day to get to Beijing and the one travel day on your way home)



You will need to pay for your hotel room the night of Saturday, 6-April 2013.

WHAT TYPE OF SUPPORT WILL I RECEIVE?

PER DIEM	STIPEND	EXPENSE REIMBURSEMENT
At-Large	Fellows	NomCom
ccNSO		Review Team
GNSO		
GAC		
IDN		
SSAC		

HOW WILL I RECEIVE IT?

Per Diems: Per Diems will be wire transferred to your bank account. Therefore, it is very important that you submit your “Bank Information Form” to constituency-travel@icann.org in a timely manner so that you may receive your per diem prior to the meeting. In addition, should you wish, you could also receive the payment via check or “on-site” at the meeting; please indicate to constituency-travel@icann.org that you would like to opt-in to this service.

Stipends: If you are a Fellow, you will receive a stipend at the conclusion of the ICANN meeting once you have met the designated requirements. Stipends are typically wire transferred unless you are unable to receive a wire transfer in which case alternative arrangements will be made. The stipend for the Beijing Meeting will be \$500.00 USD for the entire meeting period.

Expense Reimbursement: Reimbursement can be wired directly or a check sent upon approval of the submitted expense report with receipts. Please make sure to submit your “Bank Information Form” to constituency-travel@icann.org

WHAT DOES MY PER DIEM AND STIPEND AMOUNT COVER?

Per Diems and stipends are intended to cover the following incidental expenses incurred to attend the ICANN meeting:

- Meals
- Ground transportation (such as taxis to and from the airport, hotel, and venue)
- Parking
- Immunizations
- Etc.

If necessary, the cost for obtaining a visa, which is limited to visa shipping cost and actual visa cost, will be reimbursed separately. Please see the section on visas above.

Kindly note that ICANN will not pay for your travel insurance.

Per diems are based on US dollars. For the Beijing Meeting the per diem amount is \$60.00 USD per day. If you incur reasonable expenses that are significantly more than the per diem rate, you may request to be reimbursed for actual costs incurred instead of the daily per diem by filling out a reimbursement request form and attaching your receipts. The form can be acquired from constituency-travel@icann.org and the completed form and scanned receipts should be returned to the same address.

If possible, your per diem will be wire transferred to a bank account you designate at least one week prior to the start of the ICANN meeting. Since your per diem is based on arrival/departure dates plus any travel dates, your travel plans must be completed by Friday, Friday, 21-December 2012 and bank wire details MUST be provided to ICANN by Friday, 21-December 2012 in order for your per diem to be paid to you in a timely manner. Wire transfers for individuals who submit completed paperwork after Friday, 21-December 2012 will receive the wire transfer as soon as possible, but possibly AFTER the ICANN meeting.

If you are not able to receive a wire transfer (for example, certain countries have restrictions on receiving wire transfers from other countries), alternative arrangements will be made to pay your per diem. If you are unable to receive a wire transfer please notify ICANN at constituency-travel@icann.org and they will coordinate an alternative payment method with ICANN's Finance Department. You will receive separate communications as to the method and timing of the payment.

EXPENSE REIMBURSEMENT

NomCom and Review Team members approved for travel support to this meeting may submit actual expenses for meals, ground transportation, visa costs, etc. at the conclusion of the ICANN meeting. Reimbursement can be wired directly or a check sent upon approval of the submitted expense report with receipts. Travelers who booked their own air transportation should submit documentation (usually an invoice from the airline or travel agent) showing the itinerary and how much was paid. Reimbursement can be wired directly or a check sent upon approval of the submitted expense report with receipt. All expense reimbursements will be made after the conclusion of the ICANN Meeting and may take 50-60 days for remittance.

i MISC. FAQs

DO I NEED TO REGISTER FOR THE ICANN MEETING?

YES! You should register for the meeting. Please note that booking your travel does not register you for the meeting.

Being registered allows us to prepare pre-printed entrance badges and saves you time waiting in line. It will also help the scribes with note taking and allow us to notify you if there are significant visa requirements for your country.

Please register here: <https://registration.icann.org/register.php?id=beijing46>

WHO DO I CONTACT IN CASE OF AN EMERGENCY?

If you experience an emergency WHILE in transit to/from the meeting please call:

+1.310.578.8610.

This phone will be active from 2-April 2013 – 14-April-2013.

IMPORTANT TARGET DEADLINES

We recognize that the Travel Summary and target deadline we have provided might require too quick of a turn-around to have everything completed. The deadlines below are the optimum time period that we would like to get everyone booked by, as after these dates, our ability to make the hotel reservations that you would want or to find flights within the approved and reasonable costs for travel will be impacted.

Therefore, please complete this travel form as soon as possible upon receipt, so that we may be able to get your travel and lodging booked and ticketed.

- Travel Request Form: **Friday, 21-December 2012**
- Banking Information Form: **Friday, 21-December 2012**

APPENDIX A: UN REGIONS

REGION	SUB-REGION	COUNTRIES WITHIN SUB-REGION		
AFRICA	Eastern Africa	<ul style="list-style-type: none"> • Burundi • Comoros • Djibouti • Eritrea • Ethiopia • Kenya • Madagascar 	<ul style="list-style-type: none"> • Malawi • Mauritius • Mayotte • Mozambique • Réunion • Rwanda • Seychelles 	<ul style="list-style-type: none"> • Somalia • Uganda • United Republic of Tanzania • Zambia • Zimbabwe
	Middle Africa	<ul style="list-style-type: none"> • Angola • Cameroon • Central African Republic 	<ul style="list-style-type: none"> • Chad • Congo • Democratic Republic of the Congo 	<ul style="list-style-type: none"> • Equatorial Guinea • Gabon • Sao Tome and Principe
	Northern Africa	<ul style="list-style-type: none"> • Algeria • Egypt • Libya 	<ul style="list-style-type: none"> • Morocco • South Sudan • Sudan 	<ul style="list-style-type: none"> • Tunisia • Western Sahara
	Southern Africa	<ul style="list-style-type: none"> • Botswana • Lesotho 	<ul style="list-style-type: none"> • Namibia • South Africa 	<ul style="list-style-type: none"> • Swaziland
	Western Africa	<ul style="list-style-type: none"> • Benin • Burkina Faso • Cape Verde • Cote d'Ivoire • Gambia • Ghana 	<ul style="list-style-type: none"> • Guinea • Guinea-Bissau • Liberia • Mali • Mauritania • Niger 	<ul style="list-style-type: none"> • Nigeria • Saint Helena • Senegal • Sierra Leone • Togo
AMERICA	Caribbean	<ul style="list-style-type: none"> • Anguilla • Antigua and Barbuda • Aruba • Bahamas • Barbados • Bonaire, Saint Eustatius and Saba • British Virgin Islands • Cayman Islands • Cuba • Curaçao 	<ul style="list-style-type: none"> • Dominica • Dominican Republic • Grenada • Guadeloupe • Haiti • Jamaica • Martinique • Montserrat • Puerto Rico • Saint-Barthélemy 	<ul style="list-style-type: none"> • Saint Kitts and Nevis • Saint Lucia • Saint Martin (French part) • Saint Vincent and the Grenadines • Sint Maarten (Dutch part) • Trinidad and Tobago • Turks and Caicos Islands • United States Virgin Islands
	Central America	<ul style="list-style-type: none"> • Belize • Costa Rica • El Salvador 	<ul style="list-style-type: none"> • Guatemala • Honduras • Mexico 	<ul style="list-style-type: none"> • Nicaragua • Panama
	Northern America	<ul style="list-style-type: none"> • Bermuda • Canada 	<ul style="list-style-type: none"> • Greenland • Saint Pierre and Miquelon 	<ul style="list-style-type: none"> • United States of America
	South America	<ul style="list-style-type: none"> • Argentina • Bolivia (Plurinational State of) • Brazil • Chile • Colombia 	<ul style="list-style-type: none"> • Ecuador • Falkland Islands (Malvinas) • French Guiana • Guyana • Paraguay 	<ul style="list-style-type: none"> • Peru • Suriname • Uruguay • Venezuela (Bolivarian Republic of)
ASIA	Central Asia	<ul style="list-style-type: none"> • Kazakhstan • Kyrgyzstan 	<ul style="list-style-type: none"> • Tajikistan • Turkmenistan 	<ul style="list-style-type: none"> • Uzbekistan
	Eastern Asia	<ul style="list-style-type: none"> • China • China, Hong Kong • China, Macao 	<ul style="list-style-type: none"> • Democratic People's Republic of Korea • Japan 	<ul style="list-style-type: none"> • Mongolia • Republic of Korea
	Southern Asia	<ul style="list-style-type: none"> • Afghanistan • Bangladesh • Bhutan 	<ul style="list-style-type: none"> • India • Iran (Islamic Republic of) • Maldives 	<ul style="list-style-type: none"> • Nepal • Pakistan • Sri Lanka
	South-Eastern Asia	<ul style="list-style-type: none"> • Brunei Darussalam • Cambodia • Indonesia • Lao People's Democratic Republic 	<ul style="list-style-type: none"> • Malaysia • Myanmar • Philippines • Singapore 	<ul style="list-style-type: none"> • Thailand • Timor-Leste • Viet Nam

	Western Asia	<ul style="list-style-type: none"> • Armenia • Azerbaijan • Bahrain • Cyprus • Georgia • Iraq 	<ul style="list-style-type: none"> • Israel • Jordan • Kuwait • Lebanon • Occupied Palestinian Territory • Oman 	<ul style="list-style-type: none"> • Qatar • Saudi Arabia • Syrian Arab Republic • Turkey • United Arab Emirates • Yemen
EUROPE	Eastern Europe	<ul style="list-style-type: none"> • Belarus • Bulgaria • Czech Republic • Hungary 	<ul style="list-style-type: none"> • Poland • Republic of Moldova • Romania • Russian Federation 	<ul style="list-style-type: none"> • Slovakia • Ukraine
	Northern Europe	<ul style="list-style-type: none"> • Åland Islands • Channel Islands • Denmark • Estonia • Faeroe Islands • Finland • Guernsey 	<ul style="list-style-type: none"> • Iceland • Ireland • Isle of Man • Jersey • Latvia • Lithuania • Norway 	<ul style="list-style-type: none"> • Sark • Svalbard and Jan Mayen Islands • Sweden • United Kingdom of Great Britain and Northern Ireland
	Southern Europe	<ul style="list-style-type: none"> • Albania • Andorra • Bosnia and Herzegovina • Croatia • Gibraltar • Greece 	<ul style="list-style-type: none"> • Holy See • Italy • Malta • Montenegro • Portugal • San Marino 	<ul style="list-style-type: none"> • Serbia • Slovenia • Spain • The former Yugoslav Republic of Macedonia
	Western Europe	<ul style="list-style-type: none"> • Austria • Belgium • France 	<ul style="list-style-type: none"> • Germany • Liechtenstein • Luxembourg 	<ul style="list-style-type: none"> • Monaco • Netherlands • Switzerland
OCEANIA	Australia and New Zealand	<ul style="list-style-type: none"> • Australia 	<ul style="list-style-type: none"> • New Zealand 	<ul style="list-style-type: none"> • Norfolk Island
	Melanesia	<ul style="list-style-type: none"> • Fiji • New Caledonia 	<ul style="list-style-type: none"> • Papua New Guinea • Solomon Islands 	<ul style="list-style-type: none"> • Vanuatu
	Micronesia	<ul style="list-style-type: none"> • Guam • Kiribati • Marshall Islands 	<ul style="list-style-type: none"> • Micronesia (Federated States of) • Nauru • Northern Mariana Islands 	<ul style="list-style-type: none"> • Palau
	Polynesia	<ul style="list-style-type: none"> • American Samoa • Cook Islands • French Polynesia • Niue 	<ul style="list-style-type: none"> • Pitcairn • Samoa • Tokelau • Tonga 	<ul style="list-style-type: none"> • Tuvalu • Wallis and Futuna Islands