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TRAVEL PROCEDURES
ICANN MEETING – SYDNEY, AUSTRALIA
JUNE 21 – JUNE 26, 2009

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 toward the advancement of ICANN's mission.

As part of your participation you have been selected to receive financial support from ICANN to attend the upcoming ICANN meeting in Sydney, Australia. The following FAQs ("frequently asked questions") should assist you in planning and in understanding the process for receiving financial support.

What dates should I be at the meeting?

The table below shows the dates of attendance authorized which will depend on which organization or group you are affiliated with. 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. 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 Friday after the ICANN Board meeting ends – if there are no options to depart after the ICANN Board meeting ends you may be authorized for one more night's stay departing the following day. 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.

	Earliest Arrival Date	Latest Departure Date
At-Large	20 JUNE	26 JUNE
ccNSO	21 JUNE	26 JUNE
gNSO	19 JUNE	27 JUNE
Fellows	20 JUNE	26 JUNE
NomCom	TBD	TBD

What if I wish to come prior to my authorized arrival date or stay beyond my authorized departure date or both?

If ICANN is paying for your hotel for the ICANN meeting, we will only pay for the nights authorized as described above. You would be responsible for finding hotel accommodations and paying directly for any room nights prior to your authorized arrival or after your authorized departure.

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 wish to

arrive before the authorized arrival date or stay past the authorized departure date and these plans cause your airfare to be higher, you would be responsible for the DIFFERENCE between the established cost as determined by the travel agency and the actual airfare. If the actual airfare is lower then ICANN will pay the full airfare.

How do I arrange my trip?

Travel to an ICANN meeting consists of three primary components – transportation, lodging and per diem. Depending on your needs and what has been authorized ICANN may pay for your transportation, hotel, or per diem, or all three.

All transportation is to be arranged through ICANN's designated travel agent – BCD Travel. The travel agency will contact you regarding your transportation needs and provide you with an itinerary for you to review. Once you agree to the itinerary the travel agency will book your transportation and charge it directly to ICANN.

Hotels are arranged directly by the ICANN Meetings department. BCD Travel will forward a copy of your itinerary to the Meetings Department directly who will book your room from a block of rooms reserved at the hotel(s) for this purpose. ICANN pays for room and tax only – all incidentals (mini bar, pay television, phone calls, room service, etc.) charged to the room are the responsibility of the traveler. If you are not booking transportation you will need to notify ICANN at constituency-travel@icann.org of your arrival and departure dates so they can inform the Meetings Department in order to book a room for you.

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

You will receive a daily "per diem" for the following:
1. 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 (unless you are part of the Fellows group in which case you will receive a flat stipend at the conclusion of the ICANN meeting), PLUS
2. A per diem for each night spent traveling to and from the ICANN meeting (based on the routing of your itinerary related to direct travel to and from the ICANN meeting).

   EXAMPLE

   You are permitted to arrive on Saturday June 20, 2009 and depart on Friday June 26, 2009. It takes one full day to travel from your home to Sydney and one full day to return.

   You decide to stop somewhere else on your way to Sydney and the airfare to do so is less than the most direct route (the established standard cost mentioned above) and is therefore approved. You leave your home Wednesday June 16, 2009 and arrive in Sydney on Sunday June 21, 2009 after making your requested stopover. You depart Friday June 26, 2009 and arrive home Saturday June 27, 2009.

In this example ICANN will pay the following:

Hotel room for Sunday June 21, 2009 through Friday June 26, 2009 (five nights), your airfare, and seven days of per diem – the five days you are in Sydney plus the one travel night to get to Sydney and the one travel night on your way home.

What 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?

In this instance, ICANN will reimburse you for actual hotel room and tax costs only against presentation of an expense report for the same. The form can be acquired from constituency-travel@icann.org and the completed form and scanned receipts should be returned to the same address.

Where am I staying?

ICANN has blocked rooms at the Hilton Sydney http://www.hiltonsydney.com.au at 488 George Street, Sydney, NSW 2000, Australia. Once your transportation is arranged a room will be reserved for you and paid for under the ICANN master account. It is possible that ICANN may need to book some travelers into another hotel near the Hilton if the number of rooms allocated are fully booked. 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.

I want to book my own travel – can I?

In most cases no. ICANN will not reimburse travelers who submit expense reports unless the arrangement has been pre-approved by the Chief Financial Officer (CFO) of ICANN. If BCD Travel is unable to book your travel and you wish to book yourself, you must make your request via e-mail to ICANN at constituency-travel@icann.org . The CFO will review and determine if this will be allowed.

I found a lower airfare myself – can I book it myself?

In most cases no. While we appreciate your efforts to reduce costs for ICANN we still wish to have all travel booked through BCD Travel. ICANN is committed to ensuring that the overall costs for travel are as low as possible within a process that is manageable and controllable. Our experience has been that while in certain circumstances a ticket may be purchased less expensively through some other means (outside the designated travel agent), overall costs tend to be lower by booking through a centralized agent.

If you have found a lower cost alternative to what BCD Travel has proposed and you wish to travel on the lower cost itinerary you have found, you should notify BCD Travel to book you on the lower cost itinerary you have found instead of the one they have proposed. Please note that there are times that special fares may be available directly in certain markets to local travelers/travel agencies in that market that may not be available to BCD Travel (although BCD is an international organization and can sometimes obtain local fares through a local BCD office or BCD affiliate). As stated above we wish to consolidate all travel through BCD Travel as our experience has been that overall ICANN's costs are better managed through a central booking agency. If you find a fare that is significantly less than what

BCD can book even after you provide them with the fare you have found, you may request an exception to book yourself by sending an e-mail to ICANN at constituency-travel@icann.org.
Finally, if you find that the cost of the itinerary as stated by BCD is considerably more than the same itinerary available to you through other sources, ICANN would like to know the details. Please send them to constituency-travel@icann.org.

I am bringing a guest with me such as a spouse – I'd like to book both of us together – can I book it myself?

Your travel must be booked through the designated travel agency in order to have ICANN pay for it. If you wish to bring a guest, the travel agency can book them as well but you will need to pay for that person directly. If you would prefer a lower cost alternative to what the travel agency has proposed in order to manage your own expense, please let the travel agency know what your preferred itinerary is. Such alternatives might include multiple stops, connecting flights, etc. that you might not normally book but wish to do so in order to save yourself money.
If you are bringing a guest and the hotel charges a higher rate for the second person in the room you will need to pay the difference between the single and double rate.   For the Sydney meeting ICANN has negotiated a rate with the Hilton Hotel that is the same for single or double occupancy. Any additional charges for occupancy by more than two people in your room will be your responsibility.

If ICANN is paying for my transportation, what class of service do I travel?

Most travelers will be booked in Economy (coach) class with the purchase of a non-refundable 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) attaching documentation supporting your request.

Can I upgrade my class of service?

ICANN will typically 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.

How will I receive my per diem?

Per diems are based on US dollars. For the Sydney meeting the per diem amount is $95.00 USD per day. 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 and bank wire details MUST be provided to ICANN by May 31, 2009 in order for your per diem to be paid to you in a timely manner. Wire transfers for individuals who submit completed paperwork after May 31, 2009 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 you 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.

If you are a Fellow, you will receive your stipend at the conclusion of the ICANN meeting. Stipends are typically wire transferred unless you are unable to receive a wire transfer in which case alternative arrangements will be made.

I need to change my plans – what do I do?

To change your transportation plans you should contact BCD Travel. Please note that you are responsible for ALL change and/or cancellation fees once your original ticket has been purchased. BCD Travel will ensure the Meetings Department is notified of any changes that would affect your hotel room booking.

If you are not using ICANN paid transportation and need to change your hotel arrival and/or departure dates, please notify ICANN at (constituency-travel@icann.org).

Do I need a visa to travel to Sydney, and if so, how do I obtain it?

Australia requires everyone except Australian and New Zealand passport holders to have a visa in order to enter the country. Passport holders from certain countries can obtain an "Electronic Travel Authority" (ETA) directly on line. For others you may need to directly visit an Australian consulate.

The following link will take you to a website operated by the Australian government that you can use to determine what type of visa you need, how to obtain it, and what it will cost you:

http://www.immi.gov.au/visawizard/

If there is NO location within your home country to make your application for an Australian visa and the alternatives provided to you on the website above do not work for you, please contact ICANN at (constituency-travel@icann.org) so that we may see if there are other options available to you in order to obtain the necessary visa in a timely manner.

What will ICANN do to assist me in obtaining a visa?

ICANN will provide you with a "Letter of Invitation" to the ICANN meeting, a copy of your itinerary, and a hotel reservation confirmation as well a letter from the Local Host if required. Please contact ICANN at (constituency-travel@icann.org) if you need any of these documents.

ICANN will reimburse you for the cost of the filing fees for a visa. Depending on the nationality listed in your passport these fees currently range from $20.00 Australian dollars to $100.00 Australian dollars. ICANN will also reimburse you for "postage" (e.g. DHL) fees you may incur to make your application.

ICANN has NO AUTHORITY to grant visas or to get any government to issue a visa. It is the responsibility of each individual traveler to have a valid passport and obtain any required visa.

Do I need to register for the ICANN Meeting?

YES! You should go to http://www.registration123.com/ICANN/35/ and register for the meeting. Booking your travel does not register you for the meeting.

DEADLINES

TRANSPORTATION – all transportation should be booked no later than May 22, 2009 so that ICANN can book hotel rooms in a timely manner.

PASSPORT/VISAS – you must provide confirmation to ICANN at (constituency-travel@icann.org) that you have a valid passport and have the necessary visa to enter Australia. This confirmation should be received by June 12, 2009 or your trip may be cancelled. You may scan and send a copy of your passport and your right to enter Australia via e-mail (constituency-travel@icann.org) or to a private secured fax (1-310-578-8652).