

EN

ICANN Constituency Travel

TRAVEL SUMMARY

ICANN 49

Singapore

23-27 March 2014

TABLE OF CONTENTS

Quick Reference	3
Introduction	4
Flight FAQ	5
Visa FAQ	11
Hotel FAQ	15
Per Diem / Stipend / Reimbursement FAQ	17
Misc. FAQ	20
Deadline	20
Appendix A	21

QUICK REFERENCE



MEETING & HOTEL LOCATION

Swissôtel The Stamford

2 Stamford Road
Singapore 17882

Tel: +65 6338 8585
Fax: +65 6338 2862



MEETING DATES

23 – 27 March 2014



AIRPORT

Changi International Airport (SIN)



VISAS & IMMIGRATION

Visa information:

<http://singapore49.icann.org/en/>

Invitation Letters:

<http://www.icann.org/en/contact/invite/singapore49>



PER DIEM

\$ 70 USD / day



EMERGENCY PHONE NUMBER

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

+1.310.578.8610



DEADLINES

Travel Request Form and Banking
Information Due:

Friday, 17-January

Visa Received for Support by:

Friday, 28-February

Hotel Requests Deadline:

Friday, 28-February



FOLLOW US

On Twitter [@ICANN_Travel](https://twitter.com/ICANN_Travel)

new

WHAT'S NEW

General Dates Of Authorized Attendance	5
Maximum Reimbursement.....	8
Visas	10
Where Am I Staying?	15
Important Target Deadlines	20



INTRODUCTION

We would like to thank you for your participation in the ICANN community and 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 Singapore. 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. For your benefit, ICANN's Travel Support Guidelines are posted online and can be found at <http://www.icann.org/en/news/in-focus/travel-support#guidelines>. 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, 22 March 2014	Friday, 28 March 2014	7
ccNSO	Saturday, 22 March 2014	Friday, 28 March 2014	7
Fellows	Saturday, 22 March 2014	Friday, 28 March 2014	7
GAC	Friday, 21 March 2014	Friday, 28 March 2014	8
GNSO	Friday, 21 March 2014	Friday, 28 March 2014	8
SSAC	Sunday, 23 March 2014	Friday, 28 March 2014	6
NomCom			
Chair and Chair Elect	TBD	TBD	
NomCom Members	TBD	TBD	

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 – Preferred*

ICANN's preferred method is for us to book your travel. 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. Further, travelers still need to return a completed "Travel Request Form."

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](http://www.un.org/en/development/desa/pd/data/index.html). If you are traveling not from your original/usual place of residence, reimbursement will be based on which location is less.

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	\$1,700
Middle Africa	\$2,350
Northern Africa	\$1,300
Southern Africa	\$1,350
Western Africa	\$2,100
AMERICAS	
Caribbean	\$2,250
Central America	\$2,250
Northern America	\$1,450
Southern America	\$2,450
ASIA	
Central Asia	\$1,800
Eastern Asia	\$650
Southern Asia	\$250
South-Eastern Asia	\$600
Western Asia	\$1,200

REGION	MAXIMUM REIMBURSEMENT
EUROPE	
Eastern Europe	\$1,200
Northern Europe	\$1,200
Southern Europe	\$1,300
Western Europe	\$1,300
OCEANIA	
Australia and New Zealand	\$1,350
Melanesia	\$1,400
Micronesia	\$1,000
Polynesia	\$2,400

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 your 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.

CAN I BOOK MY TICKET WITHOUT A VISA?

ICANN will not approve for you to self-book or book your itinerary without a proper proof of visa to enter the country.

I CHANGED MY RESERVATION WITH THE AIRLINE...

If you changed your reservation with the airline due to change of schedule/class/or cancellation, it is your responsibility to inform Constituency Travel that you've made this change. Further, you are financially responsible for any changes incurred going forward with your reservation.

Kindly note that once the airline has touched your reservation, ICANN cannot take the reservation back and you will need to work with the airline for any changes/cancellations.

Additionally, if you need to cancel, you will need to work with the airline to get any refunds back and send the payment to ICANN.

I HAVE TO CANCEL MY ATTENDANCE TO THE MEETING AND I ALREADY HAVE MY TICKET...

Please contact constituency-travel@icann.org. Kindly note that we do provide a list of whoever drop/cancel their attendance to the supporting SO/AC.

CAN I GET AN LONG STOP OVER ITINERARIES?

You have a maximum of 14-day stop-over in your itinerary. Additionally, you are not allowed to stay at the destination for longer than 30 days.

CAN I PURCHASE MY FLIGHT WITH POINTS AND GET REIMBURSED?

No. You will not be reimbursed if you bought your flight with points.

THE AIRLINE LOST/DELAYED MY LUGGAGE, WHAT DO I DO?

You will need to work with the airline in getting your luggage delivered to you. You will need to ask what type of compensation they will provide for the inconvenience. If the airline is not providing you with any compensation you will need to (1) contact constituency-travel@icann.org and (2) provide proof that they are not providing you with any compensation.



VISA FAQs

WHAT DO I NEED TO TRAVEL TO SINGAPORE?

Below are requirements for entering Singapore:

- A valid passport is mandatory to enter Singapore.
 - Your passport must be current and valid at least 6 months from the date of entry into Singapore
- At least one blank page in your passport for endorsements
- A valid visa (if required)
- Sufficient funds to pay for your day-to-day expenses during your stay
- A return or onward ticket

DO I NEED A VISA TO TRAVEL TO SINGAPORE ?

For more information regarding visa requirements, please visit:

<http://singapore49.icann.org/en/>

Foreigners holding ordinary passports issued by the following Assessment Level I Countries will require a visa to enter Singapore:

- | | | |
|-------------------------------------|--------------|----------------|
| • Georgia† | • Armenia | • Russia |
| • India* | • Azerbaijan | • Tajikistan |
| • Myanmar* | • Belarus | • Turkmenistan |
| • Nigeria* | • Kazakhstan | • Ukraine ~ |
| • People’s Republic of China (PRC)† | • Kyrgyzstan | • Uzbekistan |
| | • Moldova | |

AND

Holders of:

Hong Kong Document of Identity

Macao Special Administrative Region (MSAR) Travel Permit

* Holders of Diplomatic, Official and Service passports are exempted from visa requirements.

† Holders of Diplomatic, Official and Service passports are exempted from visa requirements for a stay of up to 30 days.

~ Holders of Diplomatic, Official and Service passports are exempted from visa requirements for a stay of up to 90 days.

Foreigners holding ordinary passports issued by the following Assessment Level II Countries will require a visa to enter Singapore:

- Afghanistan
- Algeria
- Bangladesh*
- Egypt
- Iran
- Iraq
- Jordan*
- Lebanon
- Libya
- Morocco
- Pakistan
- Saudi Arabia+
- Somalia
- Sudan
- Syria
- Tunisia*
- Yemen

AND

Holders of:

Palestinian Authority Passport

Temporary Passport issued by the United Arab Emirates

Refugee Travel Document issued by Middle-East countries

*Holders of Diplomatic, Official and Service passports are exempted from visa requirements.

+Holders of Diplomatic passports are exempted from visa requirements.

WHAT COUNTRIES WILL NEED A VISA FOR SINGAPORE ENTRY?

Please visit the website below for more information:

<http://www.ica.gov.sg/page.aspx?pageid=168&secid=166>

WILL I BE REIMBURSED FOR VISA COST?

Should you need to apply for a Singapore visa, you will be required to pay a visa fee, which may vary per country and citizenship. For supported travelers, ICANN will pay the cost for obtaining a visa, which is limited to:

- Your actual Singapore visa fee;
- Passport Photos for visa application; and
- Shipping cost to send/receive your Singapore visa

Reimbursement

You will need to provide ICANN a legible electronic copy of your Singapore visa fee, passport photo fee, and shipping cost (if applicable) in order to be reimbursed. All reimbursement will be provided at the conclusion of the Singapore meeting. Should you incur additional expenses to obtain a Singapore visa, please contact us at constituency-travel@icann.org.

The maximum amount we will reimburse an individual traveler for total visa cost will be \$200 USD and you will need to provide actual receipts of cost(s) incurred.

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/singapore49>

Local Host Letter

By applying for an ICANN Invitation Letter, your information will be relayed to our local host and they will be providing you a local cost letter.



HOTEL FAQS

WHERE AM I STAYING?

Swissôtel - The Stamford

2 Stamford Road
Singapore 17882

Tel: +65 6338 8585
Fax: +65 6338 2862

Room reservation is inclusive of Internet.

The ICANN Meeting is being held at Raffles City and Convention Centre. While every effort will be made to house constituents at the Swissôtel, 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 **Thursday, 30 January 2014**. 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 **Thursday, 30 January 2014**. If we do not receive

your itinerary by **Thursday, 30 January 2014**, 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).

AM I ALLOWED A LATE CHECK-OUT?

Late check-out is not allowed by ICANN. However, if the hotel has availability for a late-check out and will not cost ICANN additional money then you may arrange it with the hotel.

WHEN WILL I RECEIVE MY HOTEL CONFIRMATION?

You will receive your hotel confirmation one-to-two weeks before the meeting.

I NEED TO CHANGE MY HOTEL RESERVATION AFTER RECEIVING MY HOTEL CONFIRMATION...

The deadline to inform us is of any changes is Friday, 28-February. Any requests after this date will not be honored.



PER DIEM / STIPEND / REIMBURSEMENT FAQS

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 DIEM

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, 23 March 2014 and depart on Friday, 28 March 2014. It takes 15 hours to travel from your home to Singapore and 14 hours to return.

You decide to stop somewhere else on your way to Singapore 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, 19 March 2014 and arrive in Singapore on Saturday, 22 March 2014 after making your requested stopover. You depart Friday, 28 March 2014 and arrive home Sunday, 30 March 2014.

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, 23 March 2014 – Friday, 28 March 2014 (five nights).



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



You will need to pay for your hotel room the night of Saturday, 29 March 2013.

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.

STIPEND

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 Singapore Meeting will be \$500.00 USD for the entire meeting period.

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.

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 Singapore 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 **Thursday, 30 January 2014**. Bank wire details **MUST** be provided to ICANN by **Thursday, 30 January 2014** in order for your per diem to be paid to you in a timely manner. Wire transfers for individuals who submit completed paperwork after **Thursday, 30 January 2014** 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.



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/>

WHO DO I CONTACT IN CASE OF AN EMERGENCY?

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

+1.310.578.8610

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, 17-January**
- Banking Information Form: **Friday, 17-January**
- Hotel Requests Deadline: **Friday, 28-February**

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"> Singapore 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