

**EN**

**ICANN Constituency Travel**

# **TRAVEL SUMMARY**

**ICANN 45**

**Toronto, Canada**

**14-18 October 2012**

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# QUICK REFERENCE



## MEETING & HOTEL LOCATION

### [The Westin Harbour Castle Toronto](#)

One Harbour Square  
Toronto, ON M5J 1A6  
Tel: +1 888 627 7175



## EMERGENCY PHONE NUMBER

In case of an emergency during in-transit and during the meeting call:

+1.310.578.8610



## MEETING DATES

14-18 October 2012



## AIRPORT

[Toronto Pearson International Airport \(YYZ\)](#)



## VISAS & IMMIGRATION

### **Visa information:**

<http://www.cira.ca/icann45/visa-requirements.php>

### **Invitation Letters:**

<https://forms.icann.org/inviteletters/requestform/contact-45toronto.html>



## PER DIEM

\$85.00 USD / day



## DEADLINES

- Travel Request Form Due:  
**Friday, 17-August 2012**
- Banking Information Form Due:  
**Friday, 17-August 2012**



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## **WHAT'S NEW**

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## **INTRODUCTION**

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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 Toronto. 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).

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## FLIGHTS FAQS

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### 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 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](mailto:constituency-travel@icann.org) indicating the specific reason for your earlier arrival and/or later departure.

### GENERAL DATES OF AUTHORIZED ATTENDANCE

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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](mailto:constituency-travel@icann.org).

| GROUP                 | EARLIEST ARRIVAL DATE | LATEST DEPARTURE DATE | PER DIEM SUPPORTED DAYS |
|-----------------------|-----------------------|-----------------------|-------------------------|
| At-Large              | Saturday, 13-October  | Friday, 19-October    | 7                       |
| ccNSO                 | Saturday, 13-October  | Friday, 19-October    | 7                       |
| Fellows               | Saturday, 13-October  | Friday, 19-October    | 7                       |
| GAC                   | Friday, 12-October    | Friday, 19-October    | 8                       |
| GNSO                  | Friday, 12-October    | Friday, 19-October    | 8                       |
| SSAC                  | Sunday, 14-October    | Friday, 19-October    | 5                       |
| NomCom                |                       |                       |                         |
| Chair and Chair Elect | Sunday, 14-October    | Sunday, 21-October    | 8                       |
| NomCom Members        | Monday, 15-October    | Sunday, 21-October    | 7                       |

### 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](mailto:ICANN.Meeting@bcdtravel.com) AND [constituency-travel@icann.org](mailto: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 and in prior of booking, at [constituency-travel@icann.org](mailto: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 |
|--------------------|-----------------------|
| <b>AFRICA</b>      |                       |
| Eastern Africa     | \$2,250.00            |
| Middle Africa      | \$2,300.00            |
| Northern Africa    | \$1,450.00            |
| Southern Africa    | \$1,850.00            |
| Western Africa     | \$2,000.00            |
| <b>AMERICAS</b>    |                       |
| Caribbean          | \$700.00              |
| Central America    | \$600.00              |
| Northern America   | \$800.00              |
| Southern America   | \$1,400.00            |
| <b>ASIA</b>        |                       |
| Central Asia       | \$2,550.00            |
| Eastern Asia       | \$2,050.00            |
| Southern Asia      | \$1,800.00            |
| South-Eastern Asia | \$2,050.00            |
| Western Asia       | \$1,400.00            |

| REGION                    | MAXIMUM REIMBURSEMENT |
|---------------------------|-----------------------|
| <b>EUROPE</b>             |                       |
| Eastern Europe            | \$1,100.00            |
| Northern Europe           | \$1,150.00            |
| Southern Europe           | \$1,150.00            |
| Western Europe            | \$1,150.00            |
|                           |                       |
| <b>OCEANIA</b>            |                       |
| Australia and New Zealand | \$2,500.00            |
| Melanesia                 | \$2,200.00            |
| Micronesia                | \$2,250.00            |
| Polynesia                 | \$1,950.00            |

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).

**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's:

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](mailto: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](mailto:ICANN.Meeting@bcdtravel.com) AND [constituency-travel@icann.org](mailto: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](mailto: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](mailto:constituency-travel@icann.org) to change your hotel arrival and/or departure dates.



## VISA FAQs

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

For more information regarding visa requirements, please visit:

<http://www.cira.ca/icann45/visa-requirements.php> AND

<http://www.cic.gc.ca/english/visit/visas.asp>

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

Citizens of the countries below can enter Toronto without a visa for up to 90 days:

#### A

- Andorra
- Antigua and Barbuda
- Australia
- Austria

#### B

- Bahamas
- Barbados
- Belgium
- Botswana
- Brunei

#### C

- Croatia
- Cyprus

#### D

- Denmark

#### E

- Estonia

#### F

- Finland
- France

#### G

- Germany
- Greece

#### H

- Hungary

#### I

- Iceland
- Ireland
- Israel (National Passport holders only)
- Italy

#### J

- Japan

#### K

- Korea (Republic of)

#### L

- Latvia (Republic of)
- Lithuania
- Liechtenstein
- Luxembourg

#### M

- Malta
- Monaco

#### N

- Namibia
- Netherlands
- New Zealand
- Norway

#### P

- Papua New Guinea
- Poland
- Portugal

#### S

- St. Kitts and Nevis
- St. Lucia
- St. Vincent
- San Marino
- Singapore
- Slovakia
- Solomon Islands
- Spain
- Sweden
- Slovenia
- Switzerland

#### U

- United States

#### W

- Western Samoa

**Also, nationals with the following circumstances are exempt from a Canadian visa:**

- Persons lawfully admitted to the United States for permanent residence who are in possession of their alien registration card (Green card) or can provide other evidence of permanent residence to the United States;
- British citizens and British Overseas Citizens who are re-admissible to the United Kingdom;
- Citizens of British dependent territories who derive their citizenship through birth, descent, registration or naturalization in one of the British dependent territories of Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn, St. Helena or the Turks and Caicos Islands;
- Persons holding a British National (Overseas) Passport issued by the Government of the United Kingdom to persons born, naturalized or registered in Hong Kong;
- British subjects who hold a passport issued by the United Kingdom and who have the “right of abode” the persons holding a valid and subsisting Special Administrative Region passport issued by the Government of the Hong Kong Special Administrative Region of the People’s Republic of China;
- Persons holding passports or travel documents issued by the Holy See;
- Persons holding an ordinary passport issued by the Ministry of Foreign Affairs in Taiwan that includes their personal identification number.

## **WHAT COUNTRIES WILL NEED A VISA FOR TORONTO ENTRY?**

### **A**

- Afghanistan
- Albania
- Algeria
- Angola
- Argentina
- Armenia
- Azerbaijan

### **B**

- Bahrain
- Bangladesh
- Belarus
- Belize
- Benin
- Bhutan
- Bolivia
- Bosnia-Herzegovina
- Brazil
- Bulgaria

### **C**

- Burkina Faso
- Burundi
- Cambodia
- Republic of Cameroon
- Cape Verde
- Central African Republic
- Chad
- Chile
- China
- People’s Republic of Colombia
- Comoros
- Congo, Democratic
- Republic of the Congo
- Republic of the Costa Rica
- Cuba
- Czech Republic

### **D**

- Djibouti
- Dominica
- Dominican Republic

### **E**

- East Timor
- Ecuador
- Egypt
- El Salvador
- Equatorial Guinea
- Eritrea
- Ethiopia

### **F**

- Fiji

### **G**

- Gabon
- Gambia
- Georgia

- Ghana
  - Grenada
  - Guatemala
  - Guinea
  - Guinea-Bissau
  - Guyana
- H**
- Haiti
  - Honduras
- I**
- India
  - Indonesia
  - Iran
  - Iraq
  - Israel (only Israeli citizens holding valid Israeli "Travel Document in lieu of National Passport")
  - Ivory Coast
- J**
- Jamaica
  - Jordan
- K**
- Kazakhstan
  - Kenya
  - Kiribati
  - Korea, North
  - Kosovo
  - Kuwait
  - Kyrgyzstan
- L**
- Laos
  - Lebanon
  - Lesotho
  - Liberia
  - Libya
  - Lithuania (holders of non-biometric passports only)
- M**
- Macao S.A.R.
  - Macedonia
  - Madagascar
  - Malawi
  - Malaysia
  - Maldives Islands
- Mali
  - Marshall Islands
  - Mauritania
  - Mauritius
  - Mexico
  - Micronesia, Fed.States
  - Moldova
  - Mongolia
  - Montenegro
  - Morocco
  - Mozambique
  - Myanmar (Burma)
- N**
- Nauru
  - Nepal
  - Nicaragua
  - Niger
  - Nigeria
- O**
- Oman
- P**
- Pakistan
  - Palau
  - Palestinian Authority
  - Panama
  - Paraguay
  - Peru
  - Philippines
  - Poland (holders of non-biometric passports only)
- Q**
- Qatar
- R**
- Romania
  - Russia
  - Rwanda
- S**
- Sao Tomé e Príncipe
  - Saudi Arabia, Kingdom of
  - Senegal
  - Serbia
  - Seychelles
  - Sierra Leone
- Somalia
  - South Africa
  - South Sudan
  - Sri Lanka
  - Sudan
  - Surinam
  - Swaziland
  - Syria
- T**
- Taiwan (except holders of the ordinary passport issued by the Ministry of Foreign Affairs in Taiwan that includes their personal identification number)
  - Tajikistan
  - Tanzania
  - Thailand
  - Togo
  - Tonga
  - Trinidad and Tobago
  - Tunisia
  - Turkey
  - Turkmenistan
  - Tuvalu
- U**
- Uganda
  - Ukraine
  - United Arab Emirates
  - Uruguay
  - Uzbekistan
- V**
- Vanuatu
  - Venezuela
  - Vietnam
- Y**
- Yemen
- Z**
- Zambia
  - Zimbabwe

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

Invitation letters can be obtained from ICANN's website:

<https://forms.icann.org/inviteletters/requestform/contact-45toronto.html>

For Local Host Letters, please email: [icann45@cira.ca](mailto:icann45@cira.ca):

1. Full name as it appears on passport
2. Title (if applicable)
3. Company Name (if applicable)
4. Address
5. Country

## WHERE AM I STAYING?

### [The Westin Harbour Castle Toronto](#)

One Harbour Square  
Toronto, ON M5J 1A6  
Tel: +1 888 627 7175

Room reservation is inclusive of Internet and breakfast is not provided.

The ICANN Meeting is being held at The Westin Harbour Castle Toronto. While every effort will be made to house constituents at The Westin Harbour Castle Toronto, 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](mailto: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](mailto: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.

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 transportation through BCD you will need to notify ICANN at [constituency-travel@icann.org](mailto:constituency-travel@icann.org) of your arrival and departure dates (you may need to send a copy of your itinerary) so the Meetings Department can properly book a room for you. ICANN must confirm its room list by Friday, 31-August 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](mailto:constituency-travel@icann.org) no later than Friday, 31-August 2012. If we do not receive your itinerary by Friday, 31-August 2012, ICANN may likely be unable to make a reservation for you in the venue hotel.

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

## **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](mailto: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 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).

## **WHAT TYPE OF ROOM WILL I GET?**

Our Meetings Department contracts for standard rooms (king/queen).



## PER DIEM / STIPEND / REIMBURSEMENT FAQS

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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

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You are authorized to arrive on Sunday, 14-October 2012 and depart on Friday, 19-October 2012. It takes 15 hours to travel from your home to Toronto and 14 hours to return.

You decide to stop somewhere else on your way to Toronto 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, 10-October 2012 and arrive in Toronto on Saturday, 13-October 2012 after making your requested stopover. You depart Friday, 19-October 2012 and arrive home Sunday, 21-October 2012.

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, 14-October 2012 – Friday, 19-October 2012 (five nights).



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



You will need to pay for your hotel room the night of Saturday, 13-October 2012.



## WHICH ONE WILL I GET?

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

## HOW WILL I GET 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](mailto: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 “on-site” at the meeting; please indicate to [constituency-travel@icann.org](mailto: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 Toronto 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](mailto: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 Toronto Meeting the per diem amount is \$65.00 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 by filling out a reimbursement request form and attaching your receipts. The form can be acquired from [constituency-travel@icann.org](mailto: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, 31-August 2012 and bank wire details MUST be provided to ICANN by Friday, 31-August 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, 31-August 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 you your per diem. If you are unable to receive a wire transfer please notify ICANN at [constituency-travel@icann.org](mailto: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**

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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.

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## **i MISC. FAQs**

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### **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 save 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=toronto45>

### **WHO DO I CONTACT IN CASE OF AN EMERGENCY?**

If you experience an emergency DURING in transit and the meeting please call:

+1.310.578.8610.

This phone will be active from 17-October 2012 – 21-October 2012.

### **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-August 2012**
- Banking Information Form: **Friday, 17-August 2012**

## APPENDIX A: UN REGIONS

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

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