



# **TRAVEL SUMMARY**

**SAN JOSÉ | COSTA RICA**

**MEETING NO. 43**

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# QUICK REFERENCE



## MEETING & HOTEL LOCATION

### **Ramada Plaza Herradura Hotel**

General Cañas Highway  
San José, Costa Rica  
Phone: +506 2209-9800  
Fax: +506 2293-2713

<http://www.ramadaherradura.com/>



## EMERGENCY PHONE NUMBER

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

**+1.310.578.8610**



## MEETING DATES

11-16 March 2012



## AIRPORT

Juan Santamaria International Airport (SJO)



## VISAS & IMMIGRATION

For visa information and invitation letters, please visit:

<http://costarica43.icann.org/travel>

Departure tax: \$26 USD

Local Host Letters: [icann43@nic.cr](mailto:icann43@nic.cr)



## PER DIEM

\$50 USD / day



## DEADLINES

- Travel Request Form Due:  
**Monday, 9-January 2012**
- Banking Information Form Due:  
**Monday, 9-January 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 Costa Rica. 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 2012 Travel Support Guidelines have been posted online. This summary has been created to supplement the aforementioned guidelines to assist supported travelers, and answer frequently asked questions (FAQs).

## **FLIGHTS FAQs**

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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 after the ICANN Board meeting ends – if you are approved to stay for the ICANN Board and there are no options to depart after the meeting ends you may be authorized for one more night's stay with you 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](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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<b>GROUP</b>	<b>EARLIEST ARRIVAL DATE</b>	<b>LATEST DEPARTURE DATE</b>	<b>SUPPORTED DAYS</b>
<b>At-Large</b>	10 March	16 March	7
<b>ccNSO</b>	10 March	16 March	7
<b>Fellows</b>	10 March	16 March	7
<b>GAC</b>	9 March	17 March	9
<b>GNSO</b>	9 March	16 March	8
<b>NomCom</b>			
Chair and Chair Elect	10 March	17 March	8
NomCom Members	11 March	16 March	6

## **HOW DO I ARRANGE MY TRIP?**

Travel to an ICANN meeting consists of three primary components:

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

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

### **OPTION 1: Booking through ICANN**

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

- Review and complete the "Travel Request Form" that was emailed to you; and
- Send the "Travel Request Form" to:  
[Sandra.Perez@bcdtravel.com](mailto:Sandra.Perez@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 notify ICANN, in writing and in advance 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**

<b>REGION</b>	<b>MAXIMUM REIMBURSEMENT</b>
<b>AFRICA</b>	
Eastern Africa	\$2,850 USD
Middle Africa	\$2,700 USD
Northern Africa	\$1,900 USD
Southern Africa	\$2,450 USD
Western Africa	\$2,500 USD
<b>AMERICAS</b>	
Caribbean	\$900 USD
Central America	\$750 USD
Northern America	\$1,200 USD
Southern America	\$1,150 USD
<b>ASIA</b>	
Central Asia	\$2,550 USD

Eastern Asia	\$2,250 USD
Southern Asia	\$2,450 USD
South-Eastern Asia	\$2,050 USD
Western Asia	\$1,650 USD
<b>EUROPE</b>	
Eastern Europe	\$1,500 USD
Northern Europe	\$1,600 USD
Southern Europe	\$1,350 USD
Western Europe	\$1,400 USD
<b>OCEANIA</b>	
Australia and New Zealand	\$2,300 USD
Melanesia	\$2,850 USD
Micronesia	\$2,600 USD
Polynesia	\$1,850 USD

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?

ICANN will not reimburse for hotels during stopovers to/or from the meeting unless the stopover(s) meet 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 10 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 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 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?

If you meet the three criteria listed above, 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](mailto:constituency-travel@icann.org) and the completed form and scanned receipts should be returned to the same address. In certain circumstances ICANN will book and pre-pay for the hotel room. Please see the limitations above.

## 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.

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) attaching documentation supporting your request.

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 [Sandra.Perez@bcdtravel.com](mailto:Sandra.Perez@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.

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## VISA FAQs

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

For more information regarding visa requirements, please visit: <http://costarica43.icann.org/travel>

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

Citizens of the countries below could enter Costa Rica without a visa for up to 90 days:

Andorra	Denmark	Lithuania	San Marino
Argentina	Germany	Luxembourg	Singapore
Australia	Estonia	Malta	Slovak Republic
Austria	Finland	Mexico	Slovenia
Bahamas	France	Montenegro	South Africa
Barbados	Greece	Norway	Spain
Belgium	Hungary	New Zealand	Sweden
Brazil	Ireland	Netherlands	Switzerland
Bulgaria	Iceland	Panama	Trinidad and Tobago
Canada	Israel	Paraguay	United Kingdom of Great Britain
Croatia	Italy	Poland	United States of America
Chile	Japan	Portugal	Uruguay
Cyprus	Latvia	Puerto Rico	Vatican City
Czech Republic	Liechtenstein	Romania	

Citizens of the countries below could enter Costa Rica without a visa for up to 30 days:

Antigua and Barbuda	Guatemala	Nauru	Sao Tome and Principe
Belize	Guyana	Northern Marianas	Seychelles
Bolivia	Honduras	Palau	Solomon Islands
Dominica	Kingdom of Tonga	Philippines	Suriname
El Salvador	Kiribati	Samoa	Turkey
Federated States of Micronesia	Maldives	Saint Kitts and Nevis	Tuvalu
Fiji	Marshall Islands	Saint Lucia	Vanuatu
Grenada	Mauritius	Saint Vincent and the Grenadines	Venezuela

## WHAT COUNTRIES WILL NEED A VISA FOR COSTA RICA ENTRY?

Albania	Dominican Republic	Libya	Sierra Leone
Algeria	East Timor	Madagascar	Sri Lanka
Angola	Ecuador	Malaysia	Sudan
Armenia	Egypt	Malawi	Swaziland
Azerbaijan	Equatorial Guinea	Mali	Rwanda
Bahrain	Gabon	Mauritania	Saharahui Arab Republic
Belarus	Gambia	Moldova	Saudi Arabia
Benin	Georgia	Mongolia	Senegal
Bosnia and Herzegovina	Ghana	Morocco	Taiwan
Botswana	Guinea	Mozambique	Tanzania
Burkina Faso	Guinea Bissau	Namibia	Tajikistan
Burundi	India	Negara Brunei Darussalam	Thailand
Bhutan	Indonesia	Nepal	Togo
Cape Verde	Jordan	Nicaragua	Tunisia
Cambodia	Kazakhstan	Nigeria	Turkmenistan
Cameroon	Kenya	Oman	Uganda
Central African Republic	Kyrgyzstan	Pakistan	Ukraine
Colombia	Kosovo	Papua New Guinea	United Arab Emirates
Cote D'Ivoire	Kuwait	Peru	Uzbekistan
Comoros	Lao People's Democratic Republic	Quatar	Vietnam
Chad	Lebanon	Republic of Macedonia	Yemen
Democratic Republic of the Congo	Lesotho	Republic of the Congo	Zambia
Djibouti	Liberia	Russian Federation	Zimbabwe

If you have a valid tourist visa, crew visa or business visa from the United States of America, Canada, Japan, South Korea, Schengen Visa, and/or any country of the European Union for three months minimum at the moment of entering Costa Rica, or with a legal permanency status (residence, work permission, study permission or refugee status) in the United States of America, Canada and/or the countries of the European Union, minimum of six months, then you do not need a Costa Rica visa.

## ANYTHING ELSE?

All travelers coming from the following countries must show proof of yellow fever vaccination certificate upon arrival:

Angola	Cameroon	Gambia	Republic of Guyana
Benin	Colombia	Guinea	Sierra Leone
Bolivia	Democratic Republic of the Congo	Liberia	Sudan
Brazil	Ecuador	Nigeria	Venezuela
Burkina Faso	Gabon	Peru	

## IS THERE A DEPARTURE TAX?

Yes, there is a departure tax to leave Costa Rica. Below are options to pay for the departure tax:

- 1) If you want to avoid the lines at the airport, you can pre-pay your departure tax at any of the hotel's travel desk. They accept payment in cash, credit card, or debit card. However, there is a surcharge for doing it at the hotel. The average total cost for pre-pay departure tax is \$35 USD.
- 2) You could also pay the departure tax at the airport; however, you will need to pay in cash or debit card. The cost is \$26 USD.

## I NEED AN INVITE LETTER TO APPLY FOR A VISA HOW DO I OBTAIN ONE?

Invitation letters can be obtained from ICANN's website: <http://costarica43.icann.org/travel>

If you require a local host letter please contact [icann43@nic.cr](mailto:icann43@nic.cr)



## HOTEL FAQs

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### WHERE AM I STAYING?

The ICANN Meeting is being held at Ramada Plaza Herradura Hotel and there are a limited number of rooms available at Ramada Plaza Herradura Hotel. While every effort will be made to house constituents at Ramada Plaza Herradura Hotel, nearby hotels may also be used to house attendees to the ICANN Meeting.

Nearby hotels which may be used could include:

**[DoubleTree Cariari by Hilton](#) (2 minutes from the venue)**

San Antonio de Belen, Cariari, Costa Rica  
Phone: +506 2239-0022 Fax: +506 2239-0285

**[Costa Rica Marriott Hotel | San José](#) (5 minutes from the venue)**

700 mts west from Bridgestone/Firestone, San Antonio De Belen 502-4005, Costa Rica  
Phone: +506 2298-08565 Fax: +506 2298-0033

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 **Monday, 16-January 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 **Monday, 16-January 2012**. If we do not receive your itinerary by **Monday, 16-January 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.

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).

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## 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, 11-March 2012 and depart on Friday, 16-March 2012. It takes 15 hours to travel from your home to Costa Rica and 14 hours to return.

You decide to stop somewhere else on your way to Costa Rica 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, 7-March 2012 and arrive in Costa Rica on Saturday, 10-March 2012 after making your requested stopover. You depart Friday, 16-March 2012 and arrive home Sunday, 18-March 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, 11-March – Friday, 16-March (five nights).



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



You will need to pay for your hotel room the night of Saturday, 10-March.

## 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 Costa Rica 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 Costa Rica Meeting the per diem amount is \$50.00 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 **9-January 2012** and bank wire details **MUST** be provided to ICANN by **9-January 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 **9-January 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: <http://www.registration123.com/ICANN/CR43/>

### **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 8-March 2012 – 18-March 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: **Monday, 9-January 2012**
- Banking Information Form: **Monday, 9-January 2012**

## APPENDIX A: UN REGIONS

REGION	SUB-REGION	COUNTRIES WITHIN SUB-REGION		
AFRICA	<i>Eastern Africa</i>	<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>
	<i>Middle Africa</i>	<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>
	<i>Northern Africa</i>	<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>
	<i>Southern Africa</i>	<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>
	<i>Western Africa</i>	<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>
AMERICA	<i>Caribbean</i>	<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>
	<i>Central America</i>	<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>
	<i>Northern America</i>	<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>
	<i>South America</i>	<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>
ASIA	<i>Central Asia</i>	<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>
	<i>Eastern Asia</i>	<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>
	<i>Southern Asia</i>	<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>
	<i>South-Eastern Asia</i>	<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>

	<i>Western Asia</i>	<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>	<i>Eastern Europe</i>	<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>
	<i>Northern Europe</i>	<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>
	<i>Southern Europe</i>	<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>
	<i>Western Europe</i>	<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>	<i>Australia and New Zealand</i>	<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>
	<i>Melanesia</i>	<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>
	<i>Micronesia</i>	<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> <li>• </li> </ul>
	<i>Polynesia</i>	<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>