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# TRAVEL SUMMARY: ICANN MEETING – CARTAGENA, COLOMBIA DECEMBER 5 – DECEMBER 10, 2010

## Introduction

We would like to thank you for your participation in the ICANN community, supporting the development of policies and operations relating to the domain name system. We deeply appreciate your commitment of time and skills towards the advancement of ICANN’s mission.

As part of your participation, you have been selected to receive financial support in accordance with ICANN’s [Community Travel Support Processes](#) to attend the upcoming meeting in Cartagena, Colombia. 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; Version 2 of ICANN’s [Fiscal Year 2011 Travel Support Guidelines](#) have been posted online. This summary has been created to supplement the aforementioned guidelines; it has been created to answer key questions, assist supported travelers, and answer frequently asked questions (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. Since certain groups have meetings prior to or after the ICANN meeting, your dates of attendance may be different than the dates of the actual ICANN meeting or other groups coming to the meeting. The maximum length of your ICANN supported stay will be defined by these dates – you may arrive on or after the “earliest arrival date” and leave on or before the “latest departure date.” Departures are generally scheduled for Friday after the ICANN Board meeting ends – if there are no options to depart after the ICANN Board meeting ends you may be authorized for one more night’s stay 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.

Group	Earliest Arrival Date	Latest Departure Date	Supported Days
At-Large	4- December	10- December	7
ALAC EX COM	4- December	11- December	9
ALAC/GNSO Liaison	4- December	11- December	9
ALAC Chair	4-December	11-December	9
ccNSO	4- December	10- December	7
GNSO	3- December	10- December	8
GAC	4- December	10- December	7
Fellows	4- December	11- December	8
NomCom	9- December	12- December	4
NomCom (Chair, Associate Chair, Advisor to Chair)	4- December	12- December	9

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

If ICANN is paying for your hotel for the 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.

If ICANN is paying for your airfare, our travel agent will establish the standard cost of your travel for arriving on the authorized arrival date and departing on the authorized departure date. If you wish to arrive before your authorized arrival date and/or stay past your authorized departure date, your request will be handled through an exception process.

## **How do I arrange my trip?**

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

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

Hotels 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.

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.

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 (unless you are part of the Fellows group in which case you will receive a flat stipend at the conclusion of the ICANN meeting); PLUS

- One day of per diem each way if your continuous journey in each direction is greater than 8 hours (including layovers/connections), and two days of per diem each way if your continuous journey each way is greater than 24 hours (including layovers/connections).

### **EXAMPLE**

You are permitted to arrive on Sunday December 5, 2010 and depart on Friday December 10, 2010. It takes 15 hours to travel from your home to Cartagena and 14 hours to return.

You decide to stop somewhere else on your way to Cartagena 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 Wednesday December 1, 2010 and arrive in Cartagena on Saturday December 4, 2010 after making your requested stopover. You depart Friday December 10, 2010 and arrive home Sunday December 11, 2010.

In this example ICANN will pay you the following:

Hotel room from Sunday December 5, 2010 through Friday December 10, 2010 (five nights), your airfare, and seven days of per diem – the five authorized days you are in Cartagena plus the one travel day to get to Cartagena and the one travel day on your way home. You will need to pay for your hotel room the night of Saturday December 4, 2010.

## **What if a hotel stay is required on my way to the meeting or on the way home due to the length of the trip and/or the itinerary?**

In this instance, ICANN will reimburse you for actual hotel room and tax costs only against presentation of an expense report for the same. The form can be acquired from [constituency-travel@icann.org](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.

## **Where am I staying?**

ICANN has blocked rooms at the Cartagena Hilton. There are no hotels at the actual conference center – Julio Cesar Ayala Cartagena de India Convention Center – all participants will need to get from their hotel to the conference center. Shuttles will be provided to transport constituents between the hotel and convention center, further details will follow.

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.

### **I want to stay at a different hotel. Will ICANN reimburse me what would have been paid on my behalf at the official hotel so I can pay for my preferred hotel?**

In most cases no. Our Meetings Department negotiates with the contracted hotel(s) by committing to a certain number of room nights. If constituents do not stay at the contracted hotel and we do not achieve the number of committed room nights, we then have to pay for these vacant rooms (even though they were not used). If you feel that your particular situation is an extenuating circumstance, you may request an exception by sending an e-mail 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 travel – can I?**

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

### **Will I be able to arrange my own airfare for future ICANN meetings?**

We expect that some change may be made for the North America Meeting. Details on this proposed change will be published later in the year.

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

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

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

with the fare you have found, you may request an exception to book yourself by sending an e-mail to ICANN at [constituency-travel@icann.org](mailto:constituency-travel@icann.org).

Finally, if you find that the cost of the itinerary as stated by BCD is considerably more than the same itinerary available to you through other sources, ICANN would like to know the details. Please send them to [constituency-travel@icann.org](mailto:constituency-travel@icann.org).

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

Your travel must be booked through the designated travel agency in order to have ICANN pay for it. If you wish to bring a guest, the travel agency can book them as well but you will need to pay for that person directly. If you would prefer a lower cost alternative to what the travel agency has proposed in order to manage your own expense, please let the travel agency know what your preferred itinerary is. Such alternatives might include multiple stops, connecting flights, etc. that you might not normally book but wish to do so in order to save yourself money.

If you are bringing a guest and the hotel charges a higher rate for the second person in the room you will need to pay the difference between the single and double rate. If you will be bringing a guest, please let us know by contacting [constituency-travel@icann.org](mailto:constituency-travel@icann.org). Any additional charges for occupancy by more than one person in your room will be your responsibility.

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

Most travelers will be booked in Economy (coach) class with the purchase of a non-refundable ticket. Certain travelers are pre-authorized to travel in Business Class. If you are not pre-approved for Business Class travel and believe you have specific need for Business Class, you may request an exception by contacting ICANN at [constituency-travel@icann.org](mailto:constituency-travel@icann.org) stating the specific reason you are requesting an exception (e.g. medical reasons) attaching documentation supporting your request.

### **Can I upgrade my class of service?**

ICANN will typically pay for a non-refundable Economy class ticket. If the airline will allow you to upgrade your ticket (for example, using your own frequent flyer miles) you may do so. 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.

## **Will I receive money for meals and other incidentals?**

Representatives from At-Large, ccNSO, GNSO, and GAC are paid a per diem for their attendance at the ICANN meeting. Fellows are paid a stipend at the conclusion of the ICANN meeting. NomCom members submit actual expenses at the conclusion of the ICANN meeting.

### ***Per Diems***

Per Diems are intended to cover incidental expenses incurred to attend the ICANN meeting, including meals, ground transportation (such as taxis to and from the airport, hotel, and venue), parking, etc. The cost for obtaining a visa, if necessary, will be reimbursed separately. Please see the section on visas below.

Per diems are based on US dollars. For the Cartagena meeting the per diem amount is \$72.00 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 receipt. 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 and bank wire details MUST be provided to ICANN by 20-September, 2010 in order for your per diem to be paid to you in a timely manner. Wire transfers for individuals who submit completed paperwork after 20-September, 2010 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.

### ***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 Cartagena meeting will be \$500.00 USD for the entire meeting period.

### ***Expense Reimbursement***

NomCom 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.

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

To change your transportation plans you should contact BCD Travel; their contact information can be found at the bottom of your itinerary. 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 are not using ICANN paid transportation and need to change your hotel arrival and/or departure dates, please notify ICANN at [constituency-travel@icann.org](mailto:constituency-travel@icann.org).

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

It is our understanding that most travelers will require a visa to enter Colombia. We are currently working with the local host and the Colombian Ministry of Foreign Affairs to make this process as smooth as possible. Additional information on the visa application process will follow.

### **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.

### **Deadlines**

- **Travel Request Form**: This should be returned by 15-October, 2010.
- **Banking Information Form**: This should be returned by 15-October, 2010.
- **Transportation**: All transportation should be booked no later than 12-Novemeber, 2010.